****

Republic of Serbia

Autonomous Province of Vojvodina

**Provincial Secretariat for Education, Regulations, Administration and National Minorities – National Communities**

**INFORMATION BOOKLET**

Novi Sad,

May 2022

**CONTENTS:**

[1. BASIC INFORMATION ABOUT THE PROVINCIAL ADMINISTRATION AUTHORITY AND THE INFORMATION BOOKLET 3](#_Toc450568682)

[2. ORGANISATIONAL STRUCTURE OF THE PROVINCIAL SECRETARIAT 5](#_Toc450568683)

[3. DESCRIPTION OF TASKS OF EXECUTIVES 12](#_Toc450568685)

[4. DESCRIPTION OF RULES PERTAINING TO PUBLICITY OF WORK 14](#_Toc450568686)

[5. LIST OF THE MOST FREQUENTLY SOUGHT INFORMATION OF PUBLIC IMPORTANCE 15](#_Toc450568687)

[6. DESCRIPTION OF COMPETENCES, POWERS AND DUTIES 15](#_Toc450568688)

[7. DESCRIPTION OF PROCEDURES WITHIN THE COMPETENCES, POWERS AND DUTIES 16](#_Toc450568689)

[8. LIST OF REGULATIONS 17](#_Toc450568690)

[9. SERVICES PROVIDED BY THE AUTHORITY TO THIRD PARTIES 26](#_Toc450568691)

[10. PROCEDURE FOR THE PURPOSE OF SERVICE PROVISION 56](#_Toc450568703)

[11.OVERVIEW OF DATA ON SERVICES PROVIDED 56](#_Toc450568704)

[12. DATA ON REVENUES AND EXPENDITURES 61](#_Toc450568705)

[13. DATA ON PUBLIC PROCUREMENT 81](#_Toc450568706)

[14. DATA ON STATE AID 90](#_Toc450568708)

[15. INFORMATION ON DISBURSED SALARIES, WAGES AND OTHER EARNINGS 90](#_Toc450568709)

[16. INFORMATION ON THE WORK EQUIPMENT 91](#_Toc450568710)

[17. STORING THE DATA MEDIA 94](#_Toc450568711)

[18. TYPES OF OWNED INFORMATION 94](#_Toc450568712)

[19. TYPES OF INFORMATION THE PUBLIC AUTHORITY GIVES ACCESS TO 94](#_Toc450568713)

[20. INFORMATION ON SUBMISSION OF REQUEST FOR ACCESS TO INFORMATION 95](#_Toc450568714)

[21. OVERVIEW OF REQUESTS, APPEALS AND OTHER IMMEDIATE MEASURES UNDERTAKEN BY INTERESTED PARTIES AND DECISIONS OF THE PROVINCIAL SECRETARIAT REGARDING THE SUBMITTED REQUESTS AND FILED APPEALS AND/OR RESPONSES TO OTHER IMMEDIATE MEASURES UNDERTAKEN BY INTERESTED PARTIES 97](#_Toc450568715)

[ADDENDUM: FORMS 120](#_Toc450568716)

# BASIC INFORMATION ABOUT THE PROVINCIAL ADMINISTRATION AUTHORITY AND THE INFORMATION BOOKLET

Name of authority:

Provincial Secretariat for Education, Regulations, Administration and National Minorities – National Communities

Address of the Seat:

16 Mihajla Pupina Blvd., 21101 NOVI SAD

Registration number:

8334790

Tax identification number:

100716344

Address for electronic petitions:

[ounz@vojvodina.gov.rs](mailto:ounz@vojvodina.gov.rs)

[info.obrazovanje@vojvodina.gov.rs](mailto:info.obrazovanje@vojvodina.gov.rs)

The persons in charge of managing certain information, data and activities concerning to the design and publishing of the Information Booklet:

* Vesna Rašetić, Senior Counsellor – Head of the Department for General Affairs, responsible for information in the field of free access to information of public importance - field of administration, national communities, regulations and protection of personal information.

* Livia Korponai, Acting Assistant Provincial Secretary for Material and Financial Affairs, for information pertaining to the field of material and financial activities of the Secretariat (incomes and expenditures public procurements, international aid, employee income, work supplies etc.)

The person responsible for the regular updating and proper design of the Information Booklet is Endre Varga, Counsellor in charge of electronic financial data processing.

The person responsible for the publishing of the Information Booklet on the website of the Provincial Secretariat for Education, Regulations, Administration and National Minorities – National Communities

is Maja Popović, Independent Counsellor for IT Affairs and the responsible administrator of this Secretariat’s website.

The persons responsible for the translation of the Information Booklet into the national minority languages in the official use by authorities in the Autonomous Province of Vojvodina are Miloš Zubac, Senior Counsellor– Head of Department for Proofreading, Translation and Interpretation Services and Viktor Pal, Independent Counsellor –Head of Department for the Exercise of Rights of National Minorities – National Communities and Translation/Interpretation Services.

The person responsible for data keeping is Dalibor Zečević, Independent Counsellor – Head of Section for IT Affairs, Administration and e-Government Project Development.

Date of publishing the first Information Booklet:

November, 2005

Date of last update or amendment to the Information Booklet:

May, 2022

Date of last data update check:

May, 2022

The Booklet is available for inspection and a copy may be obtained at:

16 Mihajla Pupina Blvd., 21000 Novi Sad, from 8 a.m. to 4 p.m. on work days, office 60/I

The Information Booklet is available at the following [website](http://www.puma.vojvodina.gov.rs/document_cat.php?cat=9&st=1&PHPSESSID=0dvq239fq7qd14eq0efq7dkbf1) (for electronic copy download)

The Information Booklet was designed in accordance with Article 39 of the Law on Free Access to Information of Public Importance ("Official Gazette of the Republic of Serbia" no. 120/04, 54/07, 104/09 and 36/10) and the Instructions on Developing and Publishing Information Booklets on the Work of Public Authorities (“The Official Gazette of the Republic of Serbia” no. 68/10) which entered into effect on 29 October 2010.

# 2. ORGANISATIONAL STRUCTURE OF THE SECRETARIAT

The Rulebook on Internal Organisation and Systematisation of Job Positions at the Provincial Secretariat for Education, Regulations, Administration and National Minorities-National Communities (hereinafter: the Provincial Secretariat) may be downloaded here (submenu: Other Secretariat documents).

## 2.1. Graphic presentation of the organisational structure

**Job positions outside internal units**

Undersecretary (1)

**Division for Education**

Assistant Provincial Secretary (1)

|  |
| --- |
| **Department for Education and Legal Affairs in the Field of Education** |
| Senior Counsellor – Head of Department (1) |
| Counsellor for Administrative and General Legal Affairs (1) |
| Counsellor for Development of Education and Student Accommodation (2) |
| Counsellor for General Legal Affairs (1) |
| **Section for Education** |
| Independent Counsellor – Head of Section (1) |
| Counsellor for Education and Student Accommodation (5) |

|  |
| --- |
| **Department for Inspection in the Field of Education** |
| Senior Counsellor – Head of Department (1) |
| Independent Counsellor – Provincial Education Inspector (1) |
| Counsellor – Provincial Education Inspector (8) |
| Counsellor – Provincial Education Inspector and Student Accommodation Inspector (1) |

**Division for Regulations**

Assistant Provincial Secretary (1)

|  |
| --- |
| **Department for Regulations and Administrative Affairs** |
| Senior Counsellor – Head of Department (1) |
| Counsellor for Administrative and General Legal Affairs (2) |
| Counsellor for Administrative and General Legal Affairs (2) |
| **Regulations Unit** |
| Senior Counsellor – Head of Unit (1) |
| Counsellor for Normative and Legal Affairs (1) |
| Counsellor for Normative and Legal Affairs (1) |

**Division for Administration**

Assistant Provincial Secretary (1)

|  |
| --- |
| **Department for Exams** |
| Senior Counsellor – Head of Department (1) |
| Independent Counsellor for Administrative, Study and Analytical Affairs (1) |
| Counsellor for Administrative and General Legal Affairs (1) |
| Counsellor for Material and Financial Affairs (1) |
| Senior Administrative Officer for Administrative, Expert and Operating Tasks (1) |
| Senior Administrative Officer for Administrative, Expert and Operating Tasks (1) |

|  |
| --- |
| **Section for IT Affairs, Administration and e-Government Project Development** |
| Independent Counsellor – Head of Section (1) |
| Independent Counsellor for IT Affairs (1) |
| Counsellor for Administrative and General Legal Affairs (1) |
|
|
| Counsellor for Administrative and General Legal Affairs (1) |
| Senior Administrative Officer for Expert and Operating Tasks (1) |

**Division for Material and Financial Affairs**

Assistant Provincial Secretary (1)

|  |
| --- |
| **Department for Material and Financial Affairs** |
| Senior Counsellor – Head of Department (1) |
| Senior Administrative Officer for Material and Financial Affairs (1) |
| **Section for**  **Material and Financial Affairs** |
| Independent Counsellor – Head of Section (1) |
|
| Counsellor for Material and Financial Affairs (2) |
| Counsellor for Material and Financial Affairs (1) |

|  |
| --- |
| **Department for Material and Financial Affairs in the Field of Education** |
| Senior Counsellor – Head of Department (1) |
| Independent Counsellor for Investment (1) |
| Independent Counsellor for Material and Financial Affairs in the Field of Education (1) |
| Independent Counsellor for Development of Education and Student Accommodation (1) |
| Counsellor for Investment (1) |
| Counsellor for Implementation of Calls for Proposals (2) |
| Counsellor for Material and Financial Affairs in the Field of Education (1) |
| Counsellor for Electronic Financial Data Processing (1) |

**Division for National Minorities – National Communities and Translation/Interpretation Services**

Assistant Provincial Secretary (1)

|  |  |  |  |
| --- | --- | --- | --- |
| **Department for the Exercise of Rights of National Minorities – National Communities and Translation/Interpretation Services** | | | |
| Independent Counsellor – Head of Department (1) | | | |
| Independent Counsellor for the Exercise of Equality of National Minorities – National Communities (1) | | | |
| Independent Counsellor for Inspection of the Official Use of Languages and Scripts (1) | | | |
| Counsellor for Inspection of the Displaying and Use of Provincial Symbols (1) | | | |
| Counsellor for the Exercise of Human and Minority Rights (1) | | | |
| Counsellor for the Exercise of Human and Minority Rights (1) | | | |
| Junior Counsellor for the Exercise of Human and Minority Rights (1) | | | |
| **Hungarian Language Unit** | **Rusyn Language Unit** | **Slovak Language Unit** | **Romanian Language Unit** |
| Independent Counsellor – Head of Unit (1) | Independent Counsellor – Head of Unit (1) | Independent Counsellor – Head of Unit (1) | Independent Counsellor – Head of Unit (1) |
| Counsellor – Translator/Interpreter for the Hungarian Language (3) | Counsellor – Translator/Interpreter for the Rusyn Language (1) | Counsellor – Translator/Interpreter for the Slovak Language (2) | Counsellor – Translator/Interpreter for the Romanian Language (2) |
| Senior Administrative Officer for Expert and Operating Tasks (1) |

**Departments outside the Division**

|  |
| --- |
| **Department for General Affairs** |
| Senior Counsellor – Head of Department (1) |
| Assistant for General Affairs (1) |
| Counsellor for Public Relations (1) |
| Junior Counsellor for General Affairs (1) |
| Senior Administrative Officer – Technical Secretary (1) |
| Senior Administrative Officer for Record Keeping of the Use of Motor Vehicle and Documentation Provision (1) |

|  |  |
| --- | --- |
| **Department for Proofreading, Translation and Interpretation Services** | |
| Senior Counsellor – Head of Department (1) | |
| **Section for Foreign Languages** | **Unit for Proofreading and Croatian Language** |
| Independent Counsellor – Head of Section(1) | Independent Counsellor – Head of Unit (1) |
| Independent Counsellor - Translator/Interpreter for the English Language (1) | Counsellor – Translator/Interpreter for the Croatian Language (1) |
| Counsellor – Translator/Interpreter for the English Language (3) | Junior Counsellor for Administrative Affairs (1) |

***2.2. Narrative of the Organisational Structure***

Executives of the Provincial Secretariat are the following persons:

**Provincial Secretary:** Szakállas Zsolt, Tel. 021-487-4528, Fax: 557-074

E-mail: zolt.sakalas@vojvodina.gov.rs

**Deputy Provincial Secretary:** Milan Kovačević, Tel. 021-487-4555, Fax: 557-074

E-mail: [milan.kovacevic@vojvodina.gov.rs](mailto:milan.kovacevic@vojvodina.gov.rs)

The Provincial Secretariat comprises five divisions and one department as core internal organisational units:

1. Division for Education;
2. Division for Regulations;
3. Division for Administration;
4. Division for National Minorities – National Communities and Translation and Interpretation Services;
5. Department for the Exercise of Rights of National Minorities – National Communities and Translation/Interpretation Services;
6. Division for Material and Financial Affairs;
7. Department for General Affairs

The Under-Secretary is the position outside the internal organisational units.

The Division for Education comprises the following smaller internal units: Department for Education and Legal Affairs in the Field of Education, which is further divided into Section for Education and Department for Inspection in the Field of Education.

The Division for Regulations comprises a smaller internal unit – Department for Regulations and Administrative Affairs, in the framework of which there is Regulations Unit.

The Division for Administration comprises the following smaller internal units: Department for Exams and Section for IT Affairs and e-Government Project Development.

The Division fornNational Minorities-National Communities and Translation/Interpretation Services comprises a smaller internal unit - Department for the Exercise of Rights of National Minorities – National Communities and Translation/Interpretation Services, in the framework of which there are Hungarian Language Unit, Rusyn Language Unit, Slovak Language Unit and Romanian Language Unit.

The Division for Material and Financial Affairs comprises the following smaller internal units: Department for Material and Financial Affairs in the Field of Education and Department for Material and Financial Affairs, in the framework of which there is Section for Material and Financial Affairs.

The Provincial Secretariat also comprises the Department for General Affairs and Department for Proofreading, Translation and Interpretation Services, as smaller internal units outside a division.

The Department for Proofreading, Translation and Interpretation Services comprises the Section for Foreign Languages and Unit for Proofreading and Croatian Language.

The position of Undersecretary is outside the internal organisational units.

## Division for Education is responsible for the following activities: normative, administrative and legal affairs, expert and operating affairs, inspection, administrative-technical affairs and programme and project management affairs,: in the field of pre-school, primary and secondary education and student accommodation, informal adult education and education of national minorities-national communities; determining the network of secondary schools and networks of institutions for student accommodation; giving consent for by-laws pertaining to primary school networks enacted by the assemblies of local self-government units; giving consent for the organisation of satellite units outside the central pre-school, primary and secondary school educational institution (hereinafter: educational institutions); giving consent for the establishment of a joint professional service for all primary schools in the territory of the municipality; verifications of educational institutions; giving consent for the decision to expand the activities of educational institutions; determining the fulfilment of conditions for work and deciding on the ban of activities of the student accommodation institutions; giving consent for the by-laws on the organisation and systematisation of work places in the student accommodation institutions; giving consent for the decision of the management body regarding the change of the name or the headquarters of an educational institution; giving or denying a prior consent for decision on the election and/or relief of duty of the director of the educational institution; appointing a provisional management body to manage the educational institution; appointing an acting director of an educational institution; appointing and terminating the mandate of members of managing boards in student accommodation institutions; appointing and terminating the mandate of the directors of student accommodation institutions; inspection activities for educational institutions in the territory of the province; inspection and monitoring of the legality of activities carried out by student accommodation institutions; preparation and planning for the enrolment in the first year of secondary schools; proposing and defining the school calendar for primary and secondary school education; providing consent for the manner of remediation of missed classes should there be a break in the regular educational and teaching activities; providing opinion on the procedure for the planning and enactment of curricula; designing curricula and approving the text books and teaching materials for national minority languages; designing curricula and teaching materials with the consent of the competent ministry and approving textbooks and teaching materials for specific subjects of special interest to national minorities; providing consent for the teaching activities and curriculum in national minority languages for less than fifteen students; determining the conditions for reimbursement of costs for student transportation in intercity traffic; establishing the interregional cooperation in the field of education with institutions abroad; co-financing of projects in the field of education; designing projects and participating in the design of projects which contribute to development of education; establishing cooperation with educational institutions and student accommodation institutions, state authorities, provincial administration authorities and authorities of local self-government units.

The Division for Education is divided in the following smaller internal units:

* Department for Education and Legal Affairs in the Field of Education, in the framework of which there is Section for Education;
* Department for Inspection in the Field of Education.

Biljana Kašerić is the Acting Assistant Provincial Secretary for Education.

**The Division for Regulations** carries out normative, administrative and and legal, study and analytical, financial and material affairs, public procurement activities and human resources management pertaining to: preparation of by-laws for the Assembly of AP Vojvodina and the Provincial Government within the scope of the work of the Provincial Secretariat, as well of by-laws whose preparation is not within the scope of work of other provincial administrative bodies; the editing and publishing the "Official Journal of APV", publication of certain regulations in languages in official use in the Autonomous Province of Vojvodina (hereinafter: AP Vojvodina); giving opinions to the Provincial Assembly and the Provincial Government on the by-laws prepared by other authorised proposers, regarding their compliance with laws or regulations and the legal system and in terms of legal norms; establishment the cooperation with state authorities, provincial administrative authorities and authorities of local self-government units; processing of appeals in administrative matters in the area of expropriation of immovable property on the territory of Vojvodina; giving the consent for the content and appearance of seals of authorities and legal entities exercising public powers and labour relations.

The Division for Regulations comprises the following smaller internal units:

* Department for Regulations and Administrative Affairs, in the framework of which there is Regulations Unit;

Tijana Pavlov is the Acting Assistant Provincial Secretary for Regulations.

**Division for Administration** carries out administrative and legal, study and analytical, expert and operating, IT, administrative and technical, financial and material affairs concerning the programme and project management related to: the state qualifying exam, bar exam, licence examination for pre-school teachers, teachers and associates in educational institutions; exams for secretaries of educational institutions, exams for directors/principals of educational institutions; exams of foreign languages and national minority languages in the official use in the work of provincial authorities; tasks concerning certified court translators; deciding upon appeals in administrative matters in the field of expropriation of immovable property in the territory of AP Vojvodina; planning, application of ICT in the work of the Secretariat; planning, design and introduction of new systems in the work of the Secretariat; proposing and participating in the development and implementation of strategic plans for the application of ICT and participating in the development and implementation of e-Government projects at the provincial level; creating and updating the official website of the Secretariat; development and maintenance of smaller applications for purposes of the Secretariat; provision and maintenance of hardware and software workstations at the Secretariat, in cooperation with the competent organisational unit in charge of joint affairs of provincial authorities; technical support to users at the Secretariat; monitoring and enforcement of laws, other regulations and standards in the field of information technology and e-Government within the scope of work of the Secretariat; cooperation with state authorities, provincial authorities and authorities of local self-government units.

The Section for Administration comprises the following smaller internal units:

* Department for Exams
* Section for IT Affairs, Administration and e-Government Project Development

Slađana Jovetić is the Acting Assistant Provincial Secretary for Administration.

**Division for National Minorities – National Communities and Translation/ Interpretation Services** carries out expert and operating, administrative and technical, financial nad material tasks, programme and project management, inspection and public procurement activities in the field of ​​exercise, protection and promotion of human and minority rights in the province; preparation and implementation of projects in the field of culture, education, information and official use of languages ​​and scripts, fostering inter-regional relations, preserving and nurturing inter-ethnic tolerance, as well as tasks in other areas relevant to the exercise of rights of national minorities –national communities; cooperation with and providing support to associations of citizens, persons belonging to minority ethnic communities and other associations of citizens whose projects focus on the exercise of human and minority rights and preservation and nurturing of inter-ethnic tolerance; cooperation with national councils of national minorities; cooperation with scientific and other institutions engaged in analysing and monitoring the exercise of human and minority rights; cooperation with authorities responsible for the area of ​​human and minority rights, provincial administration authorities and local self-government authorities in the performance of tasks in the scope of work of this Division; translation from Serbian into the languages of national minorities-national communities, i.e. Hungarian, Slovak, Romanian, Croatian and Rusyn languages and vice versa, of regulations and other documents, by-laws published in the “Official Journal of the Autonomous Province of Vojvodina” , bulletins and publications required by the Provincial Government and AP Vojvodina Assembly (hereinafter: “the Assembly”), texts from daily newspapers and weekly magazines, periodicals, publications and other materials; provision of simultaneous interpretation of AP Vojvodina Assembly sessions, as well as consecutive interpretation in international meetings.

The Division for National Minorities – National Communities and Translation/Interpretation Servicescomprises the following smaller internal units:

* Department for the Exercise of Rights of National Minorities – National Communities and

Translation/Interpretation Services, which comprises the following specialised internal units:

* + Hungarian Language Unit
  + Rusyn Language Unit
  + Slovak Language Unit
  + Romanian Language Unit.

Milinka Hrćan is the Acting Assistant Provincial Secretary for National Minorities – National Communities and Translation/Interpretation Services.

**The Division for Material and Financial Affairs** carries out financial and material, expert and operating and IT affairs, programme and project management, administrative and technical affairs and public procurement activities concerning: preparation of the Secretariat budget and annual financial plan, quarterly plans and reports on the execution of financial plans of the Secretariat; investments and ongoing maintenance of educational institutions in the territory of the province, making investment and maintenance plans for institutions in the field of ​​education and implementation of these plans; planning and analysis of the financing of institutions in the field of education and participation in the preparation of financial statements on the financing of institutions in the field of education; execution of financial liabilities of the Secretariat and/or implementation of procedures for the allocation of budget funds to final beneficiaries; activities in the field of public procurement for the Secretariat; participation in preparation of financial plans and reports on the financing of indirect beneficiaries in the field of education; organisation of internal control of the earmarked use of budget funds; organising the control of the earmarked use of budget funds by the end users; establishment of cooperation with state authorities, provincial administration authorities and authorities of local self-government units.

The Division for Material and Financial Affairs comprises the following smaller internal units:

* + Department for Material and Financial Affairs in the Field of Education;
  + Department for Material and Financial Affairs, in the framework of which there is Section for Material and Financial Affairs;

Livia Korponai is the Acting Assistant Provincial Secretary for Material and Financial Affairs.

#### The Department for General Affairs

The Department for General Affairs, which is outside a division, is in charge of expert and operating, administrative and legal, administrative and technical, financial and material affairs and public relations concerning: ensuring the publicity of the Secretariat’s work, monitoring the media contents relevant to the Secretariat’s work, communication with media representatives, coordination with the Provincial Government President’s Office, joint coordination of work of internal organisational units of the Secretariat, coordination of work with national councils of national minorities in the field of exercise of the right to education in languages of national minorities-national communities, processing the conclusions and notes from meetings of the Provincial Secretary and the collegium - the Secretariat’s expert and advisory body, organisation of the Provincial Secretary’s meetings, preparation and organisation of the Provincial Secretary’s visits to local self-governments and institutions in the territory of the Autonomous Province of Vojvodina, activities in the field of interregional cooperation within the Secretariat’s scope of work. Additionally, this Department is in charge of providing support as required by the Provincial Secretary in carrying out their duties as a member of the Provincial Government and Provincial Secretary. Also, it carries out tasks related to joint coordination of work of internal organisational units of the Secretariat, processing the conclusions and notes from meetings of the Provincial Secretary and the collegium-the Secretariat’s expert and advisory body, organisation of the Provincial Secretary’s meetings and activities in the field of interregional cooperation within the Secretariat’s scope of work.  
  
 Vesna Rašetić is the Head of the Department

# Another department outside a division is Department for Proofreading, Translation and Interpretation Services, which is in charge of proofreading services and translation into Croatian and English of regulations and other documents, by-laws published in the “Official Journal of the AP Vojvodina”, bulletins and publications as required by the Provincial Government and Assembly, texts from daily newspapers and weekly magazines, periodicals publications and other materials, along with simultaneous interpretation of the Assembly sessions and consecutive interpretation in international meetings.

Department for Proofreading, Translation and Interpretation Services comprises smaller internal units, as follows:

* Section for Foreign Languages
* Unit for Proofreading and Croatian Language.

Head of Department is Miloš Zubac, PhD.

# 3. DESCRIPTION OF TASKS AND POWERS OF EXECUTIVES

The Provincial Secretariat is managed by the Provincial Secretary, appointed and discharged by the Assembly at the proposal of the President of the Provincial Government.

*The Provincial Secretary* is a member of the Provincial Government, responsible for managing the provincial secretariat, representing the provincial secretariat, organising and ensuring the performance of tasks in an efficient way, adopting acts for which they are authorised, setting up commissions and working groups to perform complex tasks within the scope of work of the Provincial Secretariat and deciding on rights, duties and responsibilities of the employees.

The term of office of the Provincial Secretary may be terminated before the expiry of the period for which they were elected: upon filing a resignation, if they are discharged by the Assembly upon the proposal of the Provincial Government President or upon discharge or resignation of the Provincial Government President.

*The Deputy Provincial Secretary* acts on behalf of the Provincial Secretary and assists the Provincial Secretary within the competences determined by the Secretary. The Deputy is elected by the AP Vojvodina Assembly for a four-year term.

The Deputy Secretary’s mandate terminates with the termination of the mandate of the Provincial Government.

In the case of a longer period of the Provincial Secretary's inability to work, which is to be determined by the Provincial Government, the Deputy acts on the behalf of the absent Provincial Secretary and has all authorities of the Provincial Secretary. The Provincial Secretary may authorise the Deputy Provincial Secretary to attend and participate in the work of the Provincial Government sessions, but without the right to vote.

The Provincial Secretariat also has an *Under-Secretary* who is accountable for their work to the Provincial Secretary and helps the Provincial Secretary in managing the personnel, financial, IT and other affairs and in harmonising the work of internal units of the Secretariat, as well as cooperates with other authorities.

The Under-Secretary is appointed by the Provincial Government for a four-year mandate upon the proposal of the Provincial Secretary.

*Assistant Provincial Secretaries*

Assistant Provincial Secretaries may be appointed at the Provincial Secretariat.

The Assistant Provincial Secretary is in charge of the field of work in the scope of the Provincial Secretariat for which the division is formed and accounts for their work to the Provincial Secretary.

The Assistant Provincial Secretary is appointed for a four-year term and dismissed by the Provincial Government, upon the proposal of the Provincial Secretary. The Provincial Secretariat has five Assistant Provincial Secretaries.

# 4. DESCRIPTION OF RULES PERTAINING TO PUBLICITY OF WORK

Transparency of work, exclusion and limitation of publicity of the activities of the Secretariat is exercised compliance with the provisions of the Law on Classified Information ("Official Gazette of the RS", no. 104/2009) and regulations adopted for enforcement purposes of this Law.

The access is provided to all the information available at this Secretariat, with the exception of data which, in accordance with the applicable regulations governing the protection of personal information, may only be accessed by a person authorised by the Head of the Provincial Secretariat.

# 5. LIST OF THE MOST FREQUENTLY SOUGHT INFORMATION OF PUBLIC IMPORTANCE

The most frequent information seekers are citizens, associations and representatives of news organisations. The most commonly requested information is the information pertaining to the field of education, as well as the exercise of rights of minority ethnic communities and persons of public interest.

Requests are sent by e-mail and regular mail. Each request is replied to promptly and in the event that this Secretariat does not have or is unable to provide the information sought, the seeker is informed of the authority which is able to provide that information.

Throughout 2015, a total of 32 received requests were submitted, for access to information of public importance, mainly pertaining to the field of education. In 2016, a total of 17 requests, 9 of which pertained to the field of education, were submitted, while in 2017, there were 16 requests submitted in total, up to the moment of updating of the Information Booklet. In 2018, there were 16 requests in total.

In the period from 1 January to 8 October 2019, the Secretariat received a total of nine requests for access to information of public importance. Out of the total number of requests received, four pertained to the field of administration, and the remaining five requests concerned the field of education.

Citizens submitted a total of nine requests. Most of them pertaining to the field of administration, concerned the qualifications of the holders of public functions (whether some judges passed the bar exam). The citizens’ requests in the field of education were mainly related to provision of protocols of extraordinary inspection control and documentation on the election of directors.

In 2020, a total of 15 requests for access to information of public importance were submitted, seven of which pertained to the field of education. Eleven requests were submitted by citizens, three by media representatives and one by an NGO.

# 6. DESCRIPTION OF COMPETENCES, POWERS AND DUTIES

The Provincial Secretariat, in compliance with the law and the Statute, pursuant to Article 37 of the Provincial Assembly Decision on Provincial Administration ("Official Journal of APV", no. 37/2014, 54/2014- other regulation, 37/16, 29/17, 24/19, 66/20 and 38/21), carries out the tasks of provincial administration pertaining to the field of pre-school, primary and secondary education, student accommodation, informal adult education and education of national minorities - national communities, relating to the preparation of acts for the APV Assembly or Provincial Government which: regulate matters of provincial interest in the field of pre-school, primary and secondary school education; establishment of pre-school, primary and secondary education institutions in Vojvodina and exercise the founding rights over them; regulate matters of provincial interest in the field of student accommodation; determine the method and procedure for the allocation of places in the dorms; closely regulate matters of provincial interest in terms of organised and institutional education outside the school system with the aim of providing vocational training and adult educational training on the territory of AP Vojvodina; regulate matters of provincial interest in guaranteeing the exercise of the right to education in their mother tongue for persons belonging to national minorities - national communities in Vojvodina during the pre-school, primary and secondary school education.

The Provincial Secretariat carries out executive, expert and development activities of the provincial administration and supervises the implementation of the regulations mentioned above. In the field of education, the Secretariat monitors, supervises and assists the work of educational institutions in Vojvodina.

In the field of pre-school, primary and secondary school education, the Provincial Secretariat cooperates with the ministry in charge of education in the process of forming the school administration; approves textbooks and teaching aids for certain subjects of interest to national minorities - national communities, in agreement with the competent minister; passes curricula and syllabuses for certain subjects of interest to national minorities - national communities and establish conditions and methods for the organisation of classes in the languages ​​of national minorities – national communities, in agreement with the competent minister; approves textbooks and teaching aids for languages ​​of national minorities –national communities; gives opinions in the procedure of adopting plans and programmes and adopts syllabuses for languages ​​of national minorities - national communities.

In the field of pre-school, primary and secondary school education and student accommodation, in accordance with the law, the Provincial Secretariat carries out tasks of the republic administration authorities, conferred to the AP Vojvodina authorities by law.

The Provincial Secretariat, in accordance with the law, carries out tasks of the provincial administration authorities related to the preparation of acts for the Assembly or Provincial Government which: regulate the organisation and work of the provincial administration authorities; define the contents and layout of the seal of the AP Vojvodina authority, local self-government body and holder of public authorities based in the territory of AP Vojvodina; contribute to the development of interculturalism, promotion of multiculturalism, tolerance and co-existence of national minorities - national communities living in Vojvodina; exercise rights in the field of human rights and the rights of national minorities - national communities and establish additional rights of national minorities – national communities; provide funds for the financing or co-financing of the national councils, associations and organisations of national minorities – national communities, churches and religious communities, promote the rights of national minorities – national communities from the territory of AP Vojvodina; regulate the use of the AP Vojvodina name in the titles of associations; regulate and conduct language examination for languages ​​used in the work of bodies and organisations of the provincial administration and also prepare those acts whose preparation is not within the scope of activities of other provincial authorities.

The Provincial Secretariat carries out executive, expert and development activities of the provincial administration authorities and supervises the implementation of the above-mentioned regulations.

The Provincial Secretariat monitors the compliance of regulations and general acts in the legal system in the process of their adoption and oversees their normative-technical and linguistic accuracy (proofreading).

The Provincial Secretariat is the publisher of the "Official Journal of the Autonomous Province of Vojvodina" and ensures the publication of regulations and other acts of the APV Assembly, Provincial Government, provincial authorities and other bodies and organisations.

As required by provincial and other authorities, both written and oral translations are provided from Serbian into languages of national minorities – national communities and vice versa, as well as translations from other languages into the Serbian language and vice versa.

In the field of the official use of languages and scripts, bar exams, state qualifying exams, court translators, expropriation and seals, in accordance with the law, the Provincial Secretariat carries out state administration tasks, conferred to the AP Vojvodina authorities by law.

The Provincial Secretariat prepares acts for the APV Assembly and Provincial Government in the areas within its scope of work, if so authorised by a special regulation and carries out other tasks conferred to it by the law, Provincial Assembly decision or other regulation.

# 7. DESCRIPTION OF PROCEDURES WITHIN THE COMPETENCES, POWERS AND DUTIES

Pursuant to Article 37 of the Provincial Assembly decision on Provincial Administration ("Official Journal of the APV", no. 37/14 and 54/14-other decision, 37/16, 29/17, 24/19 and 66/20) the Provincial Secretariat, in accordance with the law and the Statute, carries out tasks of provincial administration authorities in the field of pre-school, primary and secondary school education, student accommodation, informal adult education and education of national minorities - national communities which pertain to the preparation of acts for the APV Assembly or Provincial Government, which regulate the issues of provincial interest in the field of preschool, primary and secondary school education; establish institutions of pre-school, primary and secondary school education in Vojvodina and exercise the founding rights over them; regulate matters of provincial interest in the field of student accommodation; closely regulate matters of provincial interest in respect of the organised and institutional education outside the school system with the purpose of providing vocational training and adult education in the territory of AP Vojvodina; regulate matters of provincial interest in ensuring the exercise of the right to education in the native language for persons belonging to national minorities - national communities in Vojvodina, in the pre-school, primary and secondary school education and supervise the implementation of regulations governing the mentioned areas, and in the field of preschool, primary and secondary education and student accommodation in accordance with the law, it carries out the tasks of the public administration conferred by law to AP Vojvodina authorities. In the field of education, the Provincial Secretariat monitors, supervises and assist the work of these institutions in the territory of AP Vojvodina.

The Provincial Secretariat, in accordance with the law, carries out tasks of the provincial administration authorities related to the preparation of acts for the APV Assembly or Provincial Government which: regulate the organisation and activities of the provincial administration; define more closely the contents and layout of the seal of the AP Vojvodina, local self-government bodies and holders of public powers, based in the territory of AP Vojvodina; contribute to development of interculturalism, promotion of multiculturalism, tolerance and co-existence of national minorities-national communities living in Vojvodina; ensure the exercise of rights in the field of human rights and the rights of national minorities - national communities and establish additional rights of national minorities –national communities; provide funds for the financing or co-financing of the national councils, associations and organisations of national minorities–national communities, churches and religious communities, as well as promote the exercise of rights of national minorities-national communities in the territory of AP Vojvodina; regulate the use of the title of AP Vojvodina in the names of associations; regulate and conduct test for languages ​​used in the everyday work of bodies and organisations of the provincial administration. The Provincial Secretariat prepares those acts whose preparation is not within the scope of work of other provincial government authorities and supervises the implementation of regulations by which the above-mentioned fields are regulated.

The Provincial Secretariat monitors the compliance of regulations and general acts in the legal system in the process of their adoption and sees to their normative, technical and linguistic accuracy (proofreading). It also sees to the publishing regulations and other by-laws of the APV Assembly, Provincial Government, provincial administrative authorities and other bodies and organisations and publishes the "Official Journal of the Autonomous Province of Vojvodina".

As required by provincial and other authorities, it provides written and oral translations from Serbian into the languages of national minorities - national communities and vice versa, as well as translations from other languages into Serbian language and vice versa.

The situation in the area of protection and exercise of human rights and rights of national minorities - national communities is be monitored, an analytical overview is given, and further measures proposed to be undertaken in this area. In the field of the official use of languages and scripts, bar exams, state qualifying exams, court translations, expropriation and seals, and in accordance with the law, this Provincial Secretariat carries out tasks of state administration, conferred to AP Vojvodina authorities by law.

The Provincial Secretariat prepares acts for the APV Assembly and Provincial Government in the areas within its scope of work, if so authorised by a special regulation and carries out other tasks conferred to it by the law, Provincial Assembly decision or other regulation.

# 8. REGULATIONS

1. The Constitution of the Republic of Serbia ("Official Gazette of RS" no. 98/06);
2. Law on the Establishing of Competences of the Autonomous Province of Vojvodina ("Official Gazette of RS" no. 99/09, 67/12 - Decision of the CC of the RS no. Iuz-353/09, 67/2012-5, 18/20 – other law);
3. Law on State Administration ("Official Gazette of RS", no. 79/05, 101/07, 95/10, 99/14 30/18-other law and 47/18);
4. Budget System Law ("Official Gazette of the RS", no. 54/09, 73/10, 101/10, 101/11, 93/12, 62/13, 63/13 – corr., 108/13, 142/14, 68/15-other law, 103/15, 99/16, 113/17, 95/18, 31/19,72/19);
5. Law on the Budget of the Republic of Serbia for 2015 ("Official Gazette of RS" no. 84/2019, 60/20 – other regulation and 135/2020);
6. Law on Public Procurement ("Official Gazette of RS" no. 124/12 and 14/15 and 68/15);
7. Law on Public Procurement ("Official Gazette of RS" no. 91/19);
8. Law on Free Access to Information of Public Importance ("Official Gazette of RS", no. 120/2004, 54/07, 104/09 and 36/10);
9. Law on Employees in Autonomous Provinces and Local Self-Government Units ("Official Gazette of the RS", no. 21/16, 113/17, 113/17–I–other law and 95/18);
10. Labour Law ("Official Gazette of the RS", no. 24/05, 61/05, 54/09, 32/13, 75/14, 13/17 -Decision of the RS CC, and 113/17, 95/18 – authentic interpretation);
11. Law on General Administrative Procedure ("Official Gazette of the RS",18/16 and 95/18 – authentic interpretation);
12. Law on Expropriation ("Official Gazette of the RS", no. 53/95, 20/09, Off. Journal of FRY 16/01-3 - Decision of the FCC, 55/13 – Decision of the RS CC and 106/16 – authentic interpretation);
13. Law on the Seal of Public and Other Authorities ("Official Gazette of RS" no. 101/07);
14. Law on the Bar Examination ("Official Gazette of RS", no. 16/97);
15. Law on the Protection of Rights and Freedoms of National Minorities ("Official Journal of the FRY", no. 11/02, "Official Gazette of the RS", no. 72/09 – other law, 97-13 – Decision of the RS CC and 47/18);
16. Law on the Official Use of Languages ​​and Scripts ("Official Gazette of the RS", no. 45/91, 53/93- other law, 67/93 – other law, 48/94 – other law, 30/10, 101/05 – other law, 47/18 and 48 /18 – corr.);
17. Law on National Councils of National Minorities ("Official Gazette of the RS", no. 72/09 20/2014-Decision of the RS CC, 55/2014 and 47/2018);
18. Law on the Foundations of the Education System ("Official Gazette of the RS" no. 88/17, 27/2018- other law and 27/18 (II)- other law, 10/19, 6/20;
19. Law on Pre-school Education ("Official Gazette of RS" no. 18/10, 101/2017 and 113/17 – other law, 10/19);
20. Law on Primary Education ("Official Gazette of RS" no. 55/13, 101/2017 and 27/18- other law, 10/19);
21. Law on Secondary Education ("Official Gazette of RS" no. 55/13, 101/2017 and 27/18- other law, 6/20);
22. Law on Adult Education ("Official Gazette of RS" no. 55/13, 88/17 – other law and 27/18 – other law, 9/20 – other law);
23. Law on Pupil and Student Accommodation ("Official Gazette of RS" no. 18/10, 55/13, 27/18 – other law, 10/19);
24. Regulation on Budget Accounting ("Official Gazette of RS", no. 125/03, 12/06, 27/20);
25. Regulation on the Programme and Manner of Taking the State Qualifying Exam ("Official Gazette of RS" no. 16/09, 84/14, 81/16, 76/17 and 60/18, not in force as of 01/01/2021);
26. Regulation on the State Qualifying Exam (“Official Gazette of the RS” no 86/19 – entered into force on 14/12/2019, enforced as of 01/01/2021);
27. Regulation on the Criteria for the Adoption of a Network of Pre-school Institutions Act and the Network of Primary Schools Act ("Official Gazette of RS" no. 21/18);
28. Regulation on the Layout of Forms and Methods of Inspection Control Records Keeping ("Official Gazette of RS" no. 81/15);
29. Regulation on Common Elements of Risk Assessment in Inspection Control ("Official Gazette of RS" no. 81/15);
30. Regulation on Organising and Implementing Religious Education and Teaching Optional Subjects in Primary and Secondary Schools ("Official Gazette of RS" no. 46/01);
31. Decision on the Remuneration for Members of the Council for Vocational Education and Adult Education ("Official Gazette of RS" no. 38/12);
32. Decision on the Establishing the Commission for Religious Education in Schools ("Official Gazette of RS" no. 9/14, 10/17, 31/17 and 73/14);
33. Decision on the Number and Spatial Organisation of Primary Schools in the Republic of Serbia ("Official Gazette of the RS" no. 58/94, 49/95, 20/97, 58/97, 13/98, 23/98, 31/98, 40/99, 24/00, 31/00, 26/01, 56/01, 7/02, 36/02, 50/02, 65/02, 9/03, 76/03, 121/03);
34. Decision on the Network of Secondary Schools in the Republic of Serbia ("Official Gazette of RS" no. 7/93, 37/93, 31/94, 4/95, 19/95, 42/95, 22/96, 24/97, 20/98, 44/99, 18/00, 29/01, 22/02, 36/02, 40/03, 53/04, 54/05, 5/06, 44/06);
35. Decision on the Network of Student Accommodation Institutions in the Republic of Serbia ("Official Gazette of RS" no. 25/93, 80/93, 21/94, 4/95, 31/00, 106/05);
36. Decision on Establishing the Institute for Evaluation of Education Quality ("Official Gazette of RS" no. 73/04, 5/14 and 45/15);
37. Decision on Establishing the Institute for Improvement of Education ("Official Gazette of RS" no. 73/04, 5/14 and 45/15);
38. Rulebook on the Work Licence for Primary, Secondary and Pre-School Teachers and Expert Associates ("Official Gazette of RS" no. 22/05, 51/08, 88/15, 105/15, 48/16 and 9/22);
39. Rulebook on the Qualifying Exam for Secretaries of Institutions of Education ("Official Gazette of RS", no. 08/11);
40. Rulebook on the Criteria for Establishing the Economic Cost of the Programme of Education in Pre-school Educational Institutions ("Official Gazette of RS" no. 146/14);
41. Rulebook on General Standards of Achievement at the End of General Secondary Education and Secondary Vocational Education for General Subjects ("Official Gazette of RS" no. 117/13);
42. Rulebook on the Continuous Professional Development and Acquirement of the Title of Teacher, Preschool Teacher and Expert Associate (“Official Gazette of RS” no. 81/17 and 48/18);
43. Rulebook on the Assessment of Students in Primary School Education ("Official Gazette of RS" no. 67/13);
44. Rulebook on the Assessment of Students in Primary School Education ("Official Gazette of RS" no. 34/19, 59/20 and 81/20);
45. Rulebook on General Standards of Achievement in Primary Adult Education ("Official Gazette of RS" no. 50/13, 115/13);
46. Rulebook on Standards of Competence for Directors of Educational Institutions ("Official Gazette of RS" no. 38/13);
47. Rulebook on Standards of Conditions for Implementation of Special Programmes in Preschool Education ("Official Gazette of RS" no. 61/12);
48. Rulebook on the Layout of Official Inspectors’ Identification Card ("Official Gazette of RS" no. 81/15);
49. Rulebook on the General Form of Inspection Control Records ("Official Gazette of RS" no. 81/15);
50. Rulebook on the Programme and Manner of Conducting Exams for Inspectors ("Official Gazette of RS" no. 88/16);
51. Rulebook on Detailed Conditions for Establishing the Priority for Enrolment of Children in Preschool Educational Institutions ("Official Gazette of RS" no. 44/11);
52. Rulebook on Standards of Work Quality in Institutions ("Official Gazette of RS" no. 14/18);
53. Rulebook on Detailed Instructions for Determining the Right to the Individual Education Plan, its Implementation and Evaluation ("Official Gazette of RS" no. 74/18);
54. Rulebook on Additional Educational, Health and Social Support for Children, Students and Adults ("Official Gazette of RS" no. 80/18);
55. Rulebook on Protocol of Treatment in an Institution as Response to Violence, Abuse and Neglect ("Official Gazette of RS" no. 46/19 and 10472020);
56. Rulebook on the Exercise of Educational Work Abroad ("Official Gazette of RS" no. 28/18 and 48/19);
57. Rulebook on Detailed Conditions and Manner of Implementation of Social Protection of Children in Preschool Educational Institutions ("Official Gazette of RS" no. 131/14);
58. Rulebook on the Types, Method of Implementation and Financing of Specific, Specialised Programmes and Other Forms of Teaching and Services in Preschool Educational Institutions ("Official Gazette of RS" no. 26/13);
59. Rulebook on the Special Programme for Implementation of Educational Activities in Appropriate Healthcare Institutions ("Official Gazette of RS" no. 124/12);
60. Rulebook on the Criteria for Determining the Number of Children Lower, or Higher than the Number Enrolling in a Teaching Group ("Official Gazette of RS" no. 44/11);
61. Rulebook on the Content of Forms and Method for Records Keeping and Issuing the Public Documents in Preschool Educational Institutions ("Official Gazette of RS" no. 59/10);
62. Rulebook on Detailed Terms of Organising Full-Day Classes and Extended Daycare ("Official Gazette of RS" no. 77/14);
63. Rulebook on the Content and Manner of Records Keeping and Issuing of Public Documents in Primary Schools ("Official Gazette of RS" no. 55/06, 51/07, 67/08, 39/11, 82/12, 8/13, 70/15, 81/17, 48/18, 65/18 – other regulation, 66/18 – other rulebook);
64. Rulebook on the Content and Manner of Records Keeping and Issuing of Public Documents in Primary Schools ("Official Gazette of RS" no. 66/18, 82/18, 37/19, 56/19 and 112/20);
65. Rulebook on Conditions and Procedure for the Progress of Primary School Pupils ("Official Gazette of RS" no. 47/94);
66. Rulebook on the Criteria and Standards for Financing the Institutions of Primary Education ("Official Gazette of RS" no. 73/16, 45/18, 106/20 and 115/20);
67. Rulebook on Diplomas for Outstanding Achievement of Primary School Pupils ("Official Gazette of RS" no. 37/93, 42/93);
68. Rulebook on the Enrolment of Students in Secondary Schools ("Official Gazette of RS" no. 76/20, 94/20);
69. Rulebook on Records Keeping in Secondary Schools ("Official Gazette of RS" no. 56/19);
70. Rulebook on Public Documents Issued by Secondary Schools ("Official Gazette of RS" no. 56/19);
71. Rulebook on Assessment of Students in Secondary Schools ("Official Gazette of RS" no. 82/15, 59/20);
72. Rulebook on the Content and Manner of Records Keeping and Issuing of Secondary School and University Student Cards in Student Dormitories and Student Centres ("Official Gazette of RS" no. 29/11, 90/13, 36/19);
73. Rulebook on Diplomas for Outstanding Success in Secondary Schools ("Official Gazette of RS" no. 37/93, 43/15);
74. Rulebook on the Criteria and Standards for Financing Secondary Education Institutions ("Official Gazette of RS" no. 72/15, 84/15, 73/16, 45/18, 106/20, 115/20);
75. Rulebook on the Type of Education of Teachers and Expert Associates and Conditions and Criteria for the Selection of Expert Associates - Assistants in Student Dormitories ("Official Gazette of RS" no. 77/14);
76. Rulebook on Scholarships for Gifted Secondary School and University Students ("Official Gazette of RS" no. 36/19);
77. Rulebook on Standards for the Categorisation of Secondary School and University Student Accommodation Institutions ("Official Gazette of RS" no. 1/12);
78. Rulebook on Detailed Conditions for Establishment, Start and Performance of Activities in Terms of Spatial Arrangement and Equipment for Student Dormitories and University Student Centres ("Official Gazette of RS" no. 90/11);
79. Rulebook on Standards of the Quality of Nutrition for Secondary School and University Students ("Official Gazette of RS" no. 67/11);
80. Rulebook on the Content and Manner of Records Keeping and Issuing of Secondary School and University Student Cards in Student Dormitories and Student Centres ("Official Gazette of RS" no. 29/11, 90/13, 36/19);
81. Rulebook on Secondary and University Student Loans and Scholarships ("Official Gazette of RS" no. 36/19);
82. Rulebook on Secondary and University Student Housing and Nutrition ("Official Gazette of RS" no. 36/19);
83. Rulebook on the Degree and Type of Education for Preschool Teachers, Nurses and Expert Associates Employed in Kindergardens ("Official Gazette of RS - Education Gazette" no. 1/89);
84. Rulebook on Requirements Concerning the Premises, Equipment, Teaching Aids, Degree and Type of Education of Teachers and Andragogy Assistants for Implementation of the Curriculum for Primary Adult Education ("Official Gazette of RS- Education Gazette" no. 13/13 and 18/13);
85. Rulebook on the Degree and Type of Education for Teachers, Expert Associates and Preschool Teachers in Primary Schools for Pupils with Developmental Difficulties and Disabilities ("Official Gazette of RS- Education Gazette” no. 17/18 and 6/20);
86. Rulebook on the Degree and Type of Education for Teachers and Expert Associates in Primary Schools ("Official Gazette of RS- Education Gazette” no. 11/12, 15/13, 2/16, 10/16, 11/16, 2/17, 3/17, 13/18, 11/19, 2/20, 8/20, 16/20, 19/20, 3/21, 4/21 and 17/21);
87. Rulebook on the Degree and Type of Education for Teachers Teaching Elective Subjects in Primary Schools ("Official Gazette of RS - Education Gazette“ no. 11/12 15/13, 10/16, 11/16, 2/17, 11/17, 16/20 and 03/21);
88. Rulebook on the Degree and Type of Education for Teachers in Primary Music Schools ("Official Gazette of RS - Education Gazette", no. 18/13, 2/17, 9/19, 1/20, 9/20 and 18/20);
89. Rulebook on the Degree and Type of Education for Teachers in Primary Ballet Schools ("Official Gazette of RS - Education Gazette", no. 11/12, 18/13, 7/20 and 8/20);
90. Rulebook on the Degree and Type of Education for Teachers, Expert Associates and Assistant Teachers in Grammar Schools ("Official Gazette of RS - Education Gazette", no. 15/13, 11/16, 2/17, 11/17, 13/18, 7/19, 2/20, 3/20, 14/20 and 1/21);
91. Rulebook on the Degree and Type of Education for Teachers of General Subjects, Expert Associates and Preschool Teachers in Vocational Schools ("Official Gazette of RS - Education Gazette", no. 8/15, 11/16, 13/16 – corr., 13/16, 2/17, 13/18, 7/19, 2/20, 14/20, 15/20 and 1/21);
92. Rulebook on the Degree and Type of Education for Teachers, Expert Associates and Assistant Teachers in Vocational Schools ("Official Gazette of RS - Education Gazette", no. [5/91](http://ingpro.vojvodina.sr.gov.yu:8080/DocumnetWebClient/ingpro.webclient.Main/FileContentServlet/propis/0209cc/20972_02.htm#zk5/91), [1/92](http://ingpro.vojvodina.sr.gov.yu:8080/DocumnetWebClient/ingpro.webclient.Main/FileContentServlet/propis/0209cc/20972_03.htm#zk1/92), [21/93](http://ingpro.vojvodina.sr.gov.yu:8080/DocumnetWebClient/ingpro.webclient.Main/FileContentServlet/propis/0209cc/20972_03.htm#zk21/93), [3/94](http://ingpro.vojvodina.sr.gov.yu:8080/DocumnetWebClient/ingpro.webclient.Main/FileContentServlet/propis/0209cc/20972_03.htm#zk3/94), [7/96](http://ingpro.vojvodina.sr.gov.yu:8080/DocumnetWebClient/ingpro.webclient.Main/FileContentServlet/propis/0209cc/20972_03.htm#zk7/96), [7/98](http://ingpro.vojvodina.sr.gov.yu:8080/DocumnetWebClient/ingpro.webclient.Main/FileContentServlet/propis/0209cc/20972_03.htm#zk7/98), [3/99](http://ingpro.vojvodina.sr.gov.yu:8080/DocumnetWebClient/ingpro.webclient.Main/FileContentServlet/propis/0209cc/20972_03.htm#zk3/99), [6/01](http://ingpro.vojvodina.sr.gov.yu:8080/DocumnetWebClient/ingpro.webclient.Main/FileContentServlet/propis/0209cc/20972_03.htm#zk6/01), [3/03](http://ingpro.vojvodina.sr.gov.yu:8080/DocumnetWebClient/ingpro.webclient.Main/FileContentServlet/propis/0209cc/20972_03.htm#zk3/03), [8/03](http://ingpro.vojvodina.sr.gov.yu:8080/DocumnetWebClient/ingpro.webclient.Main/FileContentServlet/propis/0209cc/20972_03.htm#zk8/03), [11/04](http://ingpro.vojvodina.sr.gov.yu:8080/DocumnetWebClient/ingpro.webclient.Main/FileContentServlet/propis/0209cc/20972_03.htm#zk11/04), [5/05](http://ingpro.vojvodina.sr.gov.yu:8080/DocumnetWebClient/ingpro.webclient.Main/FileContentServlet/propis/0209cc/20972_03.htm#zk5/05), [6/05](http://ingpro.vojvodina.sr.gov.yu:8080/DocumnetWebClient/ingpro.webclient.Main/FileContentServlet/propis/0209cc/20972_03.htm#zk6/05), [2/07](http://ingpro.vojvodina.sr.gov.yu:8080/DocumnetWebClient/ingpro.webclient.Main/FileContentServlet/propis/0209cc/20972_03.htm#zk2/07), [4/07](http://ingpro.vojvodina.sr.gov.yu:8080/DocumnetWebClient/ingpro.webclient.Main/FileContentServlet/propis/0209cc/20972_03.htm#zk4/07), [7/08](http://ingpro.vojvodina.sr.gov.yu:8080/DocumnetWebClient/ingpro.webclient.Main/FileContentServlet/propis/0209cc/20972_04.htm#zk7/08), [11/08](http://ingpro.vojvodina.sr.gov.yu:8080/DocumnetWebClient/ingpro.webclient.Main/FileContentServlet/propis/0209cc/20972_04.htm#zk11/08), [5/11](http://ingpro.vojvodina.sr.gov.yu:8080/DocumnetWebClient/ingpro.webclient.Main/FileContentServlet/propis/0209cc/20972_04.htm#zk5/11), [8/11](http://ingpro.vojvodina.sr.gov.yu:8080/DocumnetWebClient/ingpro.webclient.Main/FileContentServlet/propis/0209cc/20972_04.htm#zk8/11), [9/13](http://ingpro.vojvodina.sr.gov.yu:8080/DocumnetWebClient/ingpro.webclient.Main/FileContentServlet/propis/0209cc/20972_05.htm#zk9/13), [6/14](http://ingpro.vojvodina.sr.gov.yu:8080/DocumnetWebClient/ingpro.webclient.Main/FileContentServlet/propis/0209cc/20972_05.htm#zk6/14), [5/15-I](http://ingpro.vojvodina.sr.gov.yu:8080/DocumnetWebClient/ingpro.webclient.Main/FileContentServlet/propis/0209cc/20972_05.htm#zk5/15-I) ‒ other regulation and [5/15-II](http://ingpro.vojvodina.sr.gov.yu:8080/DocumnetWebClient/ingpro.webclient.Main/FileContentServlet/propis/0209cc/20972_05.htm#zk5/15-II) ‒ other regulation. On 21/08/2015 provisions of Article 2, 3, 6, 8, 9. and 10 of the Rulebook no longer applied – see Article 4, 5, 6. and 9 of the Rulebook 8/15. [16/15](http://ingpro.vojvodina.sr.gov.yu:8080/DocumnetWebClient/ingpro.webclient.Main/FileContentServlet/propis/0209cc/20972_05.htm#zk16/15) – other regulation, [16/15-I](http://ingpro.vojvodina.sr.gov.yu:8080/DocumnetWebClient/ingpro.webclient.Main/FileContentServlet/propis/0209cc/20972_05.htm#zk16/15-I) ‒ other regulation, [16/15-II](http://ingpro.vojvodina.sr.gov.yu:8080/DocumnetWebClient/ingpro.webclient.Main/FileContentServlet/propis/0209cc/20972_05.htm#zk16/15-II) ‒ other regulation, [16/15-III](http://ingpro.vojvodina.sr.gov.yu:8080/DocumnetWebClient/ingpro.webclient.Main/FileContentServlet/propis/0209cc/20972_05.htm#zk16/15-III) ‒ other regulation, [16/15-IV](http://ingpro.vojvodina.sr.gov.yu:8080/DocumnetWebClient/ingpro.webclient.Main/FileContentServlet/propis/0209cc/20972_05.htm#zk16/15-IV) ‒ other regulation, [16/15-V](http://ingpro.vojvodina.sr.gov.yu:8080/DocumnetWebClient/ingpro.webclient.Main/FileContentServlet/propis/0209cc/20972_05.htm#zk16/15-V) ‒ other regulation, [16/15-VI](http://ingpro.vojvodina.sr.gov.yu:8080/DocumnetWebClient/ingpro.webclient.Main/FileContentServlet/propis/0209cc/20972_05.htm#zk16/15-VI) ‒ other regulation [16/15-VII](http://ingpro.vojvodina.sr.gov.yu:8080/DocumnetWebClient/ingpro.webclient.Main/FileContentServlet/propis/0209cc/20972_05.htm#zk16/15-VII) ‒ other regulation and 21/15 – other regulation);
93. Rulebook on the Degree and Type of Education for Teachers, Expert Associates and Assistant Teachers in Vocational Schools in the Field of Agriculture, Food Production and Processing ("Official Gazette of RS - Education Gazette" no. 5/15, 10/16, 2/17, 13/18, 20/20, 14/20 and 1/21);
94. Rulebook on the Degree and Type of Education for Teachers, Expert Associates and Assistant Teachers at Vocational Schools in the Field of Trade, Hospitality and Tourism ("Official Gazette of RS - Education Gazette" no. 5/15, 16/15, 19/15, 11/16, 2/17, 13/18, 2/20, 14/20 and 1/21);
95. Rulebook on the Degree and Type of Education for Teachers, Expert Associates and Assistant Teachers at Vocational Schools in the Field of Chemistry, Non-Metals and Graphic Design ("Official Gazette of RS - Education Gazette", no. 21/15, 11/16, 2/17, 13/18, 18/18 and 7/19);
96. Rulebook on the Degree and Type of Education for Teachers, Expert Associates and Assistant Teachers in Vocational Schools in the Field of Geology, Mining and Metallurgy ("Official Gazette of RS - Education Gazette" no. 8/15, 19/15 and 8/17);
97. Rulebook on the Degree and Type of Education for Teachers, Expert Associates and Assistant Teachers in Vocational Schools in the Field of Textile and Leather Industry ("Official Gazette of RS - Education Gazette" no. 8/15, 19/15, 2/17, 7/17 and 9/19);
98. Rulebook on the Degree and Type of Education for Teachers, Expert Associates and Assistant Teachers in Vocational Schools in the Field of Electrical Engineering ("Official Gazette of RS - Education Gazette" no. 8/15, 11/16, 2/17, 8/17, 4/18 and 13/18);
99. Rulebook on the Degree and Type of Education for Teachers, Expert Associates and Assistant Teachers in Vocational and Art Schools in the Field of Culture, Art and Public Information ("Official Gazette of RS - Education Gazette" no. 16/15, 11/16, 2/17., 9/19 and 2/21);
100. Rulebook on the Degree and Type of Education for Teachers, Expert Associates and Assistant Teachers in Vocational Schools in the Field of Transport ("Official Gazette of RS - Education Gazette" no. 16/15, 2/17, 8/17, 16/18, 4/19, 7/19, 9/19, 2/20, 17/20 and 1/21);
101. Rulebook on the Degree and Type of Education for Teachers, Expert Associates and Assistant Teachers in Vocational Schools in the Field of Economics, Law and Administration ("Official Gazette of RS - Education Gazette" no. 16/15, 11/16, 2/17, 1/19, 9/19 and 2/20);
102. Rulebook on the Degree and Type of Education for Teachers, Expert Associates and Assistant Teachers in Vocational Schools in the Field of Geodesy and Construction ("Official Gazette of RS - Education Gazette" no. 16/15 and 10/19);
103. Rulebook on the Degree and Type of Education for Teachers, Expert Associates and Assistant Teachers in Vocational Schools in the Field of Hydrometeorology ("Official Gazette of RS - Education Gazette" no. 16/15);
104. Rulebook on the Degree and Type of Education for Teachers, Expert Associates and Assistant Teachers in Vocational Schools in the Field of Personal Services ("Official Gazette of RS - Education Gazette" no. 16/15);
105. Rulebook on the Degree and Type of Education for Teachers, Expert Associates and Assistant Teachers in Vocational Schools in the Field of Mechanical Engineering and Metalworking ("Official Gazette of RS - Education Gazette" no. 16/15, 11/16, 13/16, 2/17, 3/17, 8/17, 4/18, 18/18, 1/19 and 9/19);
106. Rulebook on the Degree and Type of Education for Teachers, Expert Associates and Assistant Teachers in Vocational Schools in the Field of Forestry and Wood Processing ("Official Gazette of RS - Education Gazette" no. 16/15, 11/16, 2/17, 4/18, 13/18 and 15/19);
107. Rulebook on the Degree and Type of Education for Teachers, Expert Associates and Assistant Teachers in Vocational Schools in the Field of Health Care and Social Protection ("Official Gazette of RS - Education Gazette" no. 21/15, 11/16,13/18, [5/19](javascript:void(0)), [2/20](javascript:void(0)) and [14/20](javascript:void(0)));
108. Rulebook on the Degree and Type of Education for Teachers in Vocational Schools with the Curriculum and Experimental Programme for the Educational Programme – IT Technician ("Official Gazette of RS - Education Gazette" no. 9/14);
109. Rulebook on the Degree and Type of Education for Teachers in Vocational Schools with the Curriculum and Experimental Programme for the Educational Programme - Car Electrician and Technician for Electronics in Vehicles ("Official Gazette of RS - Education Gazette" no. 13/04 and 12/05);
110. Rulebook on the Degree and Type of Education for Teachers in Vocational Schools with the Curriculum and Experimental Programme for the Educational Programme - Business Administrator and Financial Administrator ("Official Gazette of RS - Education Gazette" no. 14/04, 11/05 and 18/07);
111. Rulebook on the Type of Education for Teachers in Vocational Schools with the Curriculum and Experimental Programme for the Educational Programmes - Agricultural Technician, Veterinary Technician, Food Processing Technician, Operator - Mechanic Farming Techniques, Butcher, Baker and Dairy Processing Technician ("Official Gazette of RS - Education Gazette" no. 15/04, 13/05 and 17/07);
112. Rulebook on the Type of Qualifications of Teachers, Expert Associates and Teaching Associates in Vocational Schools for Students with Minor Mental Disabilities ("Official Gazette of RS - Education Gazette", no. 1/95, 24/04, 10/09, 2/12, 11/16, 14/20 and 17/21);
113. Rulebook on the Type of Education for Teachers and Assistant Teachers in Vocational Schools with the Curriculum for the Educational Programmes - Technician for Cosmetics Technology, Prepress Technician and Technician for Graphic Design ("Official Gazette of RS - Education Gazette" no. 21/04, 17/06 and 4/09);
114. Rulebook on the Type of Education for Teachers and Assistant Teachers in Vocational Schools with the Curriculum for the Educational Programmes - Cosmetics Technician, Lab Technician, Nurse - Medical Technician, Nurse–Dental Technician, Pharmacy Technician, Physiotherapy Technician, Medical Caregiver and a Masseur ("Official Gazette of RS - Education Gazette" no. 25/04, 1/07 and 10/09);
115. Rulebook on the Type of Education for Teachers and Assistant Teachers in Vocational Schools with the Curriculum for the Educational Programmes - Technician for Cosmetics Technology, Prepress Technician and Technician for Graphic Design ("Official Gazette of RS - Education Gazette" no. 21/04, 17/06 and 4/09);- ponavlja se, isti pod brojem 113.
116. Rulebook on the Type of Qualification for Teachers, Expert Associates and Assistant Teachers in Vocational Schools for Providing Specialised One-Year Education the Field of Other - Personal Services ("Official Gazette of RS - Education Gazette" no. 3/97 and 2/06);
117. Rulebook on the Type of Qualification for Teachers, Expert Associates and Assistant Teachers in Vocational Schools for Providing Specialised One-Year Education the Field of Electrical Engineering ("Official Gazette of RS - Education Gazette" no. 4/97, 10/03, 11/08 and 6/10);
118. Rulebook on the Type of Education for Teachers in Vocational Schools with the Curriculum and Pilot Programme for the Educational Programme - Bank Teller ("Official Gazette of RS - Education Gazette" no. 11/05 and 21/07);
119. Rulebook on the Type of Education for Teachers and Expert Associates in Grammar Schools with the Curriculum and Pilot Programme in the Field of Information Technology ("Official Gazette of RS - Education Gazette", no. 4/06 and 2/08);
120. Rulebook on the Type of Education for Teachers in Vocational Schools with the Curriculum and Pilot Programme for the Education Programmes - Carpenter and Furniture and Interior Design Technician ("Official Gazette of RS - Education Gazette" no. 15/06 and 8/09);
121. Rulebook on the Type of Education for Teachers in Vocational Schools with the Curriculum and Pilot Programme for the Education Programme - Computer Networks Administrator ("Official Gazette of RS - Education Gazette" no. 17/06 and 23/07);
122. Rulebook on the Type of Education for Teachers in Vocational Schools with the Curriculum and Pilot Programme for the Educational Programme - Goldsmith ("Official Gazette of RS - Education Gazette" no. 17/06 and 8/09);
123. Rulebook on the Type of Qualifications of Teachers, Expert Associates and Assistant Teachers in Vocational Schools with the Curriculum for the Hard of Hearing and Deaf Students ("Official Gazette of RS - Education Gazette" no. 1/97, 9/98, 24/04 and 2/09);
124. Rulebook on the Type of Education for Teachers in Vocational Schools with the Curriculum and Pilit Programme for the Educational Programme – Telecommunications Electrical Engineering Technician ("Official Gazette of RS - Education Gazette", no. 9/07 and 17/07);
125. Rulebook on the Type of Education of Teachers in Vocational Schools with the Curriculum for the Educational Programme - Mechatronics Technician ("Official Gazette of RS - Education Gazette", no. 9/07 and 6/10);
126. Rulebook on the Type of Education for Teachers in Vocational Schools with the Curriculum and Pilot Programme for the Educational Programme - Architecture Technician and Roofer ("Official Gazette of RS - Education Gazette", no. 13/07 and 10/08);
127. Rulebook on the Type of Education for Teachers in Vocational Schools with the Curriculum and Pilot Programme for the Educational Programme - Air Traffic Technician ("Official Gazette of RS - Education Gazette" no. 14/07, 6/10 and 9/12);
128. Rulebook on the Type of Education for Teachers in Vocational Schools with the Curriculum and Pilot Programme for the Educational Programme - Air Traffic Safety Technician ("Official Gazette of RS - Education Gazette" no. 15/07, 6/10 and 9/12);
129. Rulebook on the Type of Education for Teachers in Vocational Schools with the Curriculum and Pilot Programme for the Educational Programme – Airplane Technician ("Official Gazette of RS - Education Gazette" no. 16/07, 4/09, 6/10 and 9/12);
130. Rulebook on the Type of Education for Teachers in Vocational Schools with the Curriculum and Pilot Programme for the Educational Programme – Air Traffic Technician for Rescue Operations ("Official Gazette of RS - Education Gazette" no. 17/07, 6/10 and 9/12);
131. Statute of the Autonomous Province of Vojvodina ("Official Journal of APV" no. 20/14);
132. Provincial Assembly Decision on Implementation of the Statute of the Autonomous Province of Vojvodina ("Official Journal of APV", no. 20/14);
133. Provincial Assembly Decision on the Layout and Use of Insignia and Historic Insignia of AP Vojvodina ("Official Journal of APV", no.51/16);
134. Instruction on More Specific Regulation of the Use of Insignia of AP Vojvodina ("Official Journal of APV", no.55/16)
135. Provincial Assembly Decision on the Budget of AP Vojvodina for 2020 ("Official Journal of APV", no. 54/2018, 12/2020, 19/20, 22/20, 25/20);
136. Provincial Assembly Decision on Provincial Administrative Fees ("Official Journal of APV", no. 54/2018, 12/2020, 19/20, 22/20, 25/20);
137. Provincial Assembly Decision on the Provincial Government ("Official Journal of APV", no. 37/14);
138. Provincial Assembly Decision on the Provincial Administration ("Official Journal of APV", no. 37/14 and 54/14 - other regulation, 37/16, 29/17, 24/19, 66/20);
139. Provincial Assembly Decision on the Publication of Regulations and Other Documents ("Official Journal of APV", no. 54/14, 29/17 and 12/18);
140. Provincial Assembly Decision on Allocation of Budget Funds for Improving the Status of National Minorities-National Communities and Development of Multiculturalism and Tolerance ("Official Journal of APV", no. 8/19);
141. Provincial Assembly Decision on the Allocation of Budget Funds to Authorities and Organisations Having Languages and Scripts of National Minorities– National Communities in Official Use in Their Work ("Official Journal of APV", no. 14/15);
142. Provincial Assembly Decision on the Allocation of Budget Funds for Financing and Co-financing of Programme Activities and Projects in the Field of Primary and Secondary Education and Student Accommodation in the Autonomous Province of Vojvodina ("Official Journal of APV", no. 14/15 and 10/17);
143. Provincial Assembly Decision on Foreign Language and National Minority Language Exams Required for Work in the Provincial Administration Authorities ("Official Journal of APV", number 14/03, 2/06 and 18/09 - title of the act);
144. Decision on the Reform and Development Strategy of the Provincial Administration ("Official Journal of APV", no. 14/06, 5/08, 15/08 – corr.);
145. Decision on Establishing the Council for the Provincial Administration Reform ("Official Journal of APV", no. 17/06, 15/07 and 15/10);
146. Decision on the Use of the Name "Vojvodina" ("Official Journal of APV", no. 10/05);
147. Decision on Carrying Out Tasks Outside the Seat of the Provincial Authorities ("Official Journal of APV", no. 5/03);
148. Decision on the Code of Conduct of Civil Servants and Employees in Provincial Authorities ("Official Journal of APV" no. 18/19);
149. Decision on the Establishing the Pedagogical Institute of Vojvodina ("Official Journal of APV", no. 14/03);
150. Provincial Assembly Decision on Establishing the Awards by the Autonomous Province of Vojvodina and Provincial Recognitions ("Official Journal of APV", no.54/18);
151. Decision on the Determining the Secondary Schools of Great Significance for the Autonomous Province of Vojvodina ("Official Journal of APV", no. 19/05);
152. Decision on the Network of Student Standard Institutions Founded by the Autonomous Province of Vojvodina ("Official Journal of APV", no. 32/02 and 14/03);
153. Decision on the Method of Work of Secondary Srtudent Dormitories and Secondary Schools with Dormitories based in the Territory of the Autonomous Province of Vojvodina (“Official Journal of the APV '', no. 10/03 and 8/06);
154. Provincial Assembly Decision on Detailed Regulation of Principles of Internal Organisation and Job Classification ("Official Journal of the APV", number 64/16);
155. Provincial Regulation on Exercising Right to Remuneration and on the Amount of Remuneration for Activities in Working Bodies ("Official Journal of the APV", number 35/14);
156. Collective Agreement for Authorities of the Autonomous Province of Vojvodina ("Official Journal of the APV", no.58/18, 4/19, 24/20);
157. Rules of Procedure of the Provincial Government ("Official Journal of the APV", number 28/19, 30/19-corr.);
158. Rulebook of the "Đorđe Natošević“ Award Committee ("Official Journal of the APV", no. 39/17);
159. Rulebook on the Method of Testing the Knowledge of Foreign Language and National Minority Language ("Official Journal of the APV", no. 6/04);
160. Rulebook on the Layout of the "Official Journal of the Autonomous Province of Vojvodina” ("Official Journal of the APV", no. 7/15 and 22/18);
161. Rulebook on the School Calendar for Primary Schools based in the Autonomous Province of Vojvodina for 2020/2021 ("Official Journal of the APV", no. 41/20, 63/20);
162. Rulebook on School Calendar for Secondary Schools based in the Autonomous Province of Vojvodina for 2020/2021 School Year the ("Official Journal of the APV", no. 41/20, 63/20);
163. Rulebook on Allocation of Budget Funds of the Provincial Secretariat for Education, Regulations, Administration and National Minorities – National Communities for Financing and Co-Financing of Infrastructure Modernisation in Institutions of Primary and Secondary Education and Student Accommodation in the Territory of the Autonomous Province of Vojvodina ("Official Journal of the APV", no. 4/17);
164. Rulebook on Allocation of Budget Funds of the Provincial Secretariat for Education, Regulations, Administration and National Minorities – National Communities for Financing and Co-Financing of Programme Activities and Projects Aimed at Enhancing the Quality of Student Accommodation in the Autonomous Province of Vojvodina ("Official Journal of the APV", no. 6/17);
165. Rulebook on Allocation of Budget Funds of the Provincial Secretariat for Education, Regulations, Administration and National Minorities – National Communities for and Co-Financing of Programmes and Projects in the field of Primary and Secondary Education in the Autonomous Province of Vojvodina ("Official Journal of the APV", no. 10/20);
166. Rulebook on Allocation of Budget Funds of the Provincial Secretariat for Education, Regulations, Administration and National Minorities – National Communities for Financing and Co-Financing of Activities, Programmes and Projects of National Councils of National Minorities in the Field of Primary and Secondary Education ("Official Journal of the APV", no. 9/16 and 36/17);
167. Rulebook on the Requirements for Reimbursement of Transportation Costs of Students of Secondary Schools in the Autonomous Province of Vojvodina ("Official Journal of the APV", no. 6/17, 7/18);
168. Rulebook on Organisation of the Budget Accounting of the Provincial Secretariat for Education, Regulations, Administration and National Minorities – National Communities no. 128-403-7/2014 of 20 February 2014;
169. Rulebook on the Signature Facsimile of the Provincial Secretary for Education, Regulations, Administration and National Minorities – National Communities no. 128-031-140/2014 of 4 August 2014;
170. Instruction on the Method of Work of Translators/Interpreters and Proofreaders at the Provincial Secretariat for Education, Regulations, Administration and National Minorities – National Communities (“Official Journal of APV”, no. 52/19);
171. Instruction on the Working Hours in the Provincial Secretariat for Education, Regulations, Administration and National Minorities – National Communities, no. 128-130-22/2016-02, as of 15 August 2016;
172. Instruction on the Procedure for Preparation, Posting and Updating the Contents of the Web Presentation of the Provincial Secretariat for Education, Regulations, Administration and National Minorities– National Communities, no:128-031-236/2015-02 as of 8 December 2015;
173. List of Expenses for Calculation of Reimbursement of Inspectors’ Costs Related to the Inspection Control of the Work of Educational Institutions required by Municipality/City in the Territory of the AP Vojvodina no. 128-3-О/2018, as of 10 January 2018;
174. Instruction on Taking Examinations within the Competence of the Provincial Secretariat for Education, Regulations, Administration and National Minorities – National Communities in Languages of National Minorities-National Communities, number: 128-152-180/2016-02 as of 8 February 2016;
175. Instruction on Employee Emergency Preparedness (“Official Journal of APV”, no. 56/18);
176. Vital Statistics Registration Act (“Official Gazette of the RS”, no. 20/2009, 145/2014 and 47/2018);
177. Regulation on Programme Incentives or the Deficient Funds for Financing the Programmes of Public Interest Implemented by Associations (“Official Gazette of the RS”, no. 16/2018);
178. Rulebook on Special Elements and/or Criteria for Risk Assessment, Frequency of Inspection Control Based on Risk Assessment and Special Elements of the Inspection Control Plan in the Field of Administrative Inspection (“Official Gazette of the RS”, no. 61/ 2018);
179. Rulebook on the Traffic Signal System (“Official Gazette of the RS”, no. 85/2017);
180. Decision on Establishing Traditional Names of Settlements in the Croatian Language (“Official Journal of APV”, no. 63/20);
181. Decision on Establishing Traditional Names of the Local Self-Government Unit, Municipality of Bela Crkva, Settlements and Other Geographical Names in the Territory of the Municipality of Bela Crkva in the Czech Language (“Official Journal of APV”, no. 65/20);
182. Decision on Establishing Traditional Names of Cities, Municipalities and Settlements in the Rusyn Language (“Official Journal of APV”, no. 61/16);
183. Decision on Establishing Names of Settlements in the Hungarian Language (“Official Journal of APV”, no. 32/13 – revised text and 12/15);
184. Decision on Establishing Traditional Names of Cities, Municipalities and Settlements in the Slovak Language (“Official Journal of APV”, no. 13/03);
185. Decision on Establishing Traditional Names of Cities, Municipalities and Settlements in the Romanian Language (“Official Journal of APV”, no. 12/03);
186. Instruction on the Obligation to Determine the Connection between the Established Public Interest and Financing of Programmes Implemented by Associations (“Official Journal of APV”, no. 1/2020).

**9. SERVICES PROVIDED BY THE AUTHORITY TO THIRD PARTIES**

***9.1. DIVISION FOR EDUCATION***

***9.1.1.*** **DEPARTMENT FOR EDUCATION AND LEGAL AFFAIRS IN THE FIELD OF EDUCATION**

**Department for Education and Legal Affairs in the Field of Education** carries out the provincial administration tasks related to pre-school, primary and secondary education, as well as student accommodation, and ensures exercise of rights of national minorities – national communities to education in their mother tongue on the level of pre-school, primary and secondary school education. Furthermore, in accord with the competent ministry, the Department approves textbooks and teaching aids for languages of national minorities –national communities, passes curricula for subjects significant for national minorities- national communities and determines the terms and manner of organising teaching activities in their languages. The Department also makes decisions on verifying the institutions in the field of pre-school, primary and secondary education and student accommodation on the territory of the AP Vojvodina, gives or denies previous consent to the Minister pertaining to the election of principals, appointing the acting principals of the institutions in the cases determined by law, gives or denies previous consent to the Minister for relieving of duty principals, prior to expiry of their term of office, prescribes the school calendar, gives consent for the realisation of teaching activities and the curriculum in languages of national minorities – national communities for fewer than fifteen (15) students attending an educational institution in the territory of AP Vojvodina.

In the field of student accommodation, among other things, it establishes a network of student dorms and other student accommodation institutions in the AP Vojvodina, establishes and revokes student accommodation institutions in the AP Vojvodina, defines the requirements for reimbursement of intercity transportation costs to pupils/students, gives consent for the Act on Organisation and Job Classification in the Student Accommodation Institutions, appoints and suspends steering committee members in student accommodation institutions, as well as principals of student accommodation institutions.

**Contact person:**

**Goran Dragosavljević**

Senior Counsellor – Head of the Department

(Office no.61/1st floor; Tel: 021/487 4621)

**I. PRE-SCHOOL, PRIMARY AND SECONDARY EDUCATION AND STUDENT ACCOMMODATION**

1. **Provision of consent for the Primary Schools Network Act enacted by the local self-government units.**

Pursuant to Article 104, Article 185 of the Law on Fundamentals of Education System (“Official Gazette of the RS”, no. 88/2017, 27/2018 – other law, 10/2019, 27/2018 – other law, 6/2020 and 129/2021) and Article 33, paragraph 1, item 2 of the Law on Establishing the Competences of the Autonomous Province of Vojvodina (“Official Gazette of the RS”, no. 99/2009 and 67/2012- Constitutional Court Ruling), the local self-government unit that passed an act on primary schools’ network submits an application to the Provincial Secretariat for Education, Regulations, Administration and National Minorities – National Communities to obtain a consent for it. Along with the application, the following documents are to be submitted: the act on primary schools’ network, study of the primary schools’ network, as well as the opinions of the national councils of national minorities whose languages and scripts are in the official use in the territory of the local self-government unit, or whose languages and scripts are used in educational activities.

**Jelena Bjelobaba**

Counsellor for Administrative and General Legal Affairs

Tel: 021/ 487 4602

**2. Elaboration of acts on the secondary school network in the territory of AP Vojvodina**

Pursuant to Article 104 and 185 of the Law on Fundamentals of the Education System (“Official Gazette of the RS”, no. 88/2017, 27/2018 – other law, 10/2019, 27/2018 – other law, 6/2020 and 129/2021) and Article 34 Paragraph 1 Item 2 of the Law on Establishing the Competences of the Autonomous Province of Vojvodina (“Official Gazette of the RS”, no. 99/09 and 67/2012 – Constitutional Court Ruling), the act on the public secondary schools network in the territory of AP Vojvodina is passed by the competent authority of the Autonomous Province. The Provincial Secretariat prepares the draft act adopted by the APV Assembly.

Contact:

**Sonja Ćato**

Independent Counsellor for Education and Student Accommodation–Head of Section

Tel: 021/ 487 4348

**3. Giving Consent for the School/Managing Board Decision on Change of Name or Seat of the Institution**

Pursuant to Article 95 and 185 Paragraph 1 of the Law on Fundamentals of the Education System (“Official Gazette of the RS”, no. 88/2017, 27/2018 – other law, 10/2019, 27/2018 – other law, 6/2020 and 129/2021) and Article 33 Paragraph 1 Item 6 of the Law on Establishing the Competences of the Autonomous Province of Vojvodina (“Official Gazette of the RS”, no. 99/09 and 67/2012 – Constitutional Court Ruling), the Secretariat passes a decision on giving consent for the school/managing board decision on the change of the institution’s name or change of its seat. The Institution submits a request containing explanation for the change of their name or change of their seat, the school/managing board decision and the local self-government opinion, whereas the Provincial Secretariat, upon the assessment of the justifiability, renders the decision on giving consent.

Contact persons:

**Goran Dragosavljević**

Senior Counsellor – Head of the Department

(Office no.61/1st floor; Tel: 021/487 4621)

**Jelena Bjelobaba**

Counsellor for Administrative and General Legal Affairs

Tel: 021/ 487 4602

**4. Appointment of Principals of Educational Institutions**

Pursuant to the provision of Article 123, Paragraph 2 of the Law on Fundamentals of the Education System (“Official Gazette of the RS”, no. 88/2017, 27/2018 – other law, 10/2019, 27/2018 – other law, 6/2020 and 129/2021), principals of educational institutions based in the territory of AP Vojvodina, are appointed by the Minister, with previously obtained consent of the competent authority of autonomous province.

Upon the conducted competition for election of the principal of an educational institution, the governing body of the institution sends two copies of the following documentation to the Provincial Secretariat:

-the substantiated list of all candidates meeting the requirements of the competition,

-the proposal of the governing body concerning the election of the principal,

-the Commission’s Report,

-copies of documents certified by notary public, attesting that each candidate on the substantiated list has met the requirements and the proposal of the governing body and additional copies of the same certified documents for each of the listed candidates,

-the opinion of the educational and teacher’s council or teacher’s and pedagogical council on the applicants,

-an opinion of the relevant national council of the national minority.

Upon receipt of the aforementioned documentation, the Provincial Secretary gives prior consent for the potential candidate who has met the requirements, prescribed by the law or proposes to the Minister the rendering of the decision on rescheduling the competition and sends their opinion, including the complete documentation, to the Minister. The deadline, referred to in Article 123, Paragraph 18 and the Law on Fundamentals of the Education System, starts on the date the Provincial Secretary delivers the abovementioned documentation to the Minister.

Taking into consideration the opinion of the Provincial Secretary, the Minister renders a decision on appointing the principal, and/or decision on rescheduling the competition for the election of the principal. The Minister may appoint only the candidate who has been approved by the Provincial Secretary.

The Minister’s decision on appointing the principal, and/or decision on rescheduling the competition will be sent by the Serbian Ministry of Education, Science and Technological Development the governing body of the institution and the Provincial Secretary.

If the Provincial Secretary refuses to give their prior consent and therefore, the Minister renders the decision on rescheduling the competition, the Provincial Secretary is obliged to render a decision on appointing the acting principal of the institution, within 8 days of delivery of such decision of the Minister, providing the legal conditions have been met for that.

Contact:

**Goran Dragosavljević**

Senior Counsellor – Head of the Department

(Office no.61/1st floor; Tel: 021/487 4621)

**Sonja Ćato**

Independent Counsellor for Education and Student Accommodation – Head of Section

Tel: 021/ 487 4348

**Merlida Konstantinović**

Counsellor for Education and Student Accommodation

Tel: 021/ 487 4876

**Tatjana Kuran**

Counsellor for Education and Student Accommodation

Tel: 021/ 487 4819

**5. Appointment of Temporary Governing Body for an Educational Institution**

In cases stipulated under Article 106 Paragraph 1, 117 Paragraph 7 and Article 118 Paragraph 1 of the Law on Fundamentals of Education System (“Official Gazette of the RS”, no. 88/2017, 27/2018 – other law, 10/2019, 27/2018 – other law, 6/2020 and 129/2021), and pursuant to the provision of Article 185 Paragraph 1 of the referred Law, the Provincial Secretary for Education, Regulations, Administration and National Minorities – National Communities, by means of a decision, appoints a temporary governing body for an educational institution.

Contact:

**Goran Dragosavljević**

Senior Counsellor – Head of the Department

(Office no.61/1st floor; Tel: 021/487 4621)

**6. Designation of an Educational Institution’s Acting Principal**

In cases stipulated by provisions of Article 106 Paragraph 1 and Article 125, Paragraph 1 and 2 of the Law on Fundamentals of Education System (“Official Gazette of the RS”, no. 88/201727/2018 – other law, 10/2019, 27/2018 – other law, 6/2020 and 129/2021), and pursuant to provision of Article 185 Paragraph 1 of the referred Law, the Provincial Secretary for Education, Regulations, Administration and National Minorities – National Communities, by means of a decision, appoints an acting principal for the educational institution.

Contact:

**Goran Dragosavljević**

Senior Counsellor – Head of the Department

(Office no.61/1st floor; Tel: 021/487 4621)

**7. Preparations and Planning of Admission in the First Year of Secondary School**

A decision on the number of places for student admission in the first year of secondary schools in the territory of the AP Vojvodina (commonly known as the Admission Plan) is passed by the Provincial Government, pursuant to Article 34 Paragraph 1 Item 3 of the Law on Establishing the Competences of the Autonomous Province of Vojvodina (“Official Gazette of the RS”, no. 99/2009 – Ruling of the RS CC – 67/2012) and Article 35 Paragraph 4 of the Law on Secondary Education (“Official Gazette of the RS”, no. 55/2013, 101/2017, 27/2018 – other law, 6/2020, 52/2021, 129/2021 and 129/2021 – other law). This decision establishes the number of places for the student admission in the first year of secondary school in the territory of the AP Vojvodina.

The Secretariat prepares the draft decision and, in the course of the procedure, requires from the local self-government units to contact secondary schools in their territory, in order to align the needs in their areas to the enrolment policy at the AP Vojvodina level, and analyse number of pupils attending the eighth grade, implementation of the last year’s Admission Plan for the pupils’ enrolment in the first year of secondary school, the area’s and economic demands for certain occupations, as well as to propose an Admission Plan for the first year of secondary school for the forthcoming school year.

Pursuant to Article 35 Paragraph 5 of the Law on Secondary Education (“Official Gazette of the RS”, no. 88/2017, 27/2018 – other law, 10/2019, 27/2018 – other law, 6/2020 and 129/2021), in the course of the procedure for determining number of places for admission of pupils to a school where classes are conducted in a national minority language, the opinion of national councils of national minorities is required.

The Provincial Government decision, which is further submitted to the Ministry for consent, is a part of the uniform Competition for Secondary School Admission scheduled by the Ministry.

Contact:

**Sonja Ćato**

Independent Counsellor for Education and Student Accommodation – Head of Section

Tel: 021/ 487 4348

**8. Giving Consent for the Number of Students Acquiring Professional Qualification, Retraining, Additional Training and Specialisation**

Pursuant to Article 34 Paragraph 1 Item 18 of the Law on Establishing the Competences of the Autonomous Province of Vojvodina (“Official Gazette of the RS”, no. 99/2009 – Ruling of the RS CC – 67/2012), the Provincial Secretary renders a decision on providing consent for the number of students to be enrolled, acquire specialisation, handyman education, professional qualification, retraining and additional training.

The school submits the justified application, the School Board opinion, as well as decisions on verification of educational programmes for which the consent is required, and in case the teaching activities are conducted in a national minority language, it submits the opinion of the national council of that national minority.

Contact:

**Sonja Ćato**

Independent Counsellor for Education and Student Accommodation – Head of Section

Tel: 021/ 487 4348

**9. Giving Consent for the Act on Organisation and Job Classification in the Student Accommodation Institutions**

Pursuant to Article 36 Paragraph 1 Item 10 of the Law on Establishing the Competences of the Autonomous Province of Vojvodina (“Official Gazette of the RS”, no. 99/09, 67/2012- Constitutional Court Ruling IUz 353/2009), Article 88 Paragraph 1 of the Law on the Secondary and University Student Accommodation (“Official Gazette of the RS”, no. 18/10, 55/13, 27/18-other law and 10/19), the Provincial Secretariat renders a decision on giving consent for the Act on Organisation and Job Classification in the Student Accommodation Institutions. The Institution submits the explained application and proposal of the Act on Organisation and Job Classification to the Provincial Secretariat, and following the assessment of the application’s justifiability, the secretariat renders a decision on giving consent.

Contact:

**Goran Dragosavljević**

Senior Counsellor – Head of the Department

(Office no.61/1st floor; Tel: 021/487 4621)

**Jelena Bjelobaba**

Counsellor for Administrative and General Legal Affairs

Tel: 021/ 487 4602

**10. Appointments and Relieving of Duty of Managing Board Members in Student Accommodation Institutions**

The Provincial Government appoints and relieves of duty members of the Managing Boards in secondary and university student accommodation institutions, pursuant to Article 48 Paragraph 1 and Article 49 Paragraph 1 of the Law on the Secondary and University Student Accommodation (“Official Gazette of the RS”, no. 18/10, 55/13, 27/18 – other law, and 10/19), Article 36 Paragraph 1 Item 11 of the Law on Establishing the Competences of the Autonomous Province of Vojvodina (“Official Gazette of the RS”, no. 99/09, 67/2012- Constitutional Court Ruling IUz 353/2009). As required by the Provincial Government, the Provincial Secretariat prepares a draft decision on the appointment, or relief of duty of managing board members in student accommodation institutions.

Contact:

**Goran Dragosavljević**

Senior Counsellor – Head of the Department

(Office no.61/1st floor; Tel: 021/487 4621)

**Jelena Bjelobaba**

Counsellor for Administrative and General Legal Affairs

Tel: 021/ 487 4602

**11. Appointments and Relieving of Duty of Principals in Student Accommodation Institutions**

Article 54 of the Law on the Secondary and University Student Accommodation (“Official Gazette of the RS”, no. 18/10, 55/2013, 27/18 – other law and 10/19) stipulates that the principal of the institution shall be appointed by the founder, following the public competition. The public competition for the appointment of a principal is announced by the institution’s Managing Board, three months prior to the expiration of the principal’s term of office, at the latest. Provision of Article 36 Paragraph 1 Item 12 of the Law on Establishing the Competences of the Autonomous Province of Vojvodina (“Official Gazette of the RS”, no. 99/09, 67/2012- Constitutional Court Ruling IUz 353/2009) stipulates that the Autonomous Province of Vojvodina, through its authorities in the field of student and university student accommodation and in accordance with the Law, appoints and relieves of duty principals of the secondary and university student accommodation institutions. As required by the Provincial Government, the Provincial Secretariat prepares a draft decision on the appointment, or relief of duty of a student accommodation institution’s principal.

Contact:

**Goran Dragosavljević**

Senior Counsellor – Head of the Department

(Office no.61/1st floor; Tel: 021/487 4621)

**Jelena Bjelobaba**

Counsellor for Administrative and General Legal Affairs

Tel: 021/ 487 4602

**12. Deciding on the school calendar for primary and secondary education; giving consent for the method of compensating for missed classes, in case of interruption of the educational activity**

Pursuant to Article 33 Paragraph 1 Items 12 and 13 and Article 34 Paragraph 1 Items 13 and 14 of the Law on Establishing the Competences of the Autonomous Province of Vojvodina (“Official Gazette of the RS”, no. 99/09, 67/2012- Constitutional Court Ruling IUz 353/2009), and Article 185 Paragraph 1, pertaining to Article 28 Paragraphs 5 and 6 and Article 105 Paragraphs 3 and 4 of the Law on Fundamentals of Education System (“Official Gazette of the RS”, no. 88/201727/2018 – other law, 10/2019, 27/2018 – other law, 6/2020 and 129/2021), the Provincial Secretariat decides on the school calendar for primary and secondary schools on the territory of the AP of Vojvodina and gives consent for the method of compensating for misses classes in case of any interruption of the educational activity.

When passing the Rulebook on the school calendars, the Provincial Secretariat follows all provisions of the primary and secondary schools’ curricula, specificities of the AP Vojvodina in terms of diversity and number of national and religious communities, observes the right to holidays and celebration of significant state and religious holidays pursuant to Law on State and Other Holidays in the Republic of Serbia (“Official Gazette of the RS”, no. 43/2001, 101/2007, 92/2011), and the opinion of the Ministry.

Data on state and religious holidays are collected for the school year period. Based on that, proposals are made of school calendars for primary and secondary schools for the territory of AP Vojvodina.

Following the consultations within the Provincial Secretariat, the proposal is sent to the Ministry. In compliance with the opinion of the Ministry, the Rulebook on the School Calendar for Primary and Secondary Schools for the Territory of AP Vojvodina is adopted.

The Rulebook is taken on for translation into minority languages and publishing in the Official Journal of AP Vojvodina.

For more detailed information, please go to the Provincial Secretariat website

Contact:

**Biljana Vlahović**

Counsellor for General Legal Affairs

Tel: 021 /487 4502

**Jelena Bjelobaba**

Counsellor for Administrative and General Legal Affairs

Tel: 021/ 487 4602

**13. Giving opinion in the procedure of adopting the curricula; adoption of curricula for languages of national communities; adoption of curricula for subjects of interest to national communities as agreed with the competent Minister**

Pursuant to Article 33 Paragraph 1 Item 18 and article 34 Paragraph 1 Item 21 of the Law on Establishing the Competences of the Autonomous Province of Vojvodina (“Official Gazette of the RS”, no. 99/2009 and 67/2012 – Constitutional Court Ruling IUz 353/2009), and pursuant to the request of the Ministry, the Provincial Secretariat gives opinion on the procedure of adoption of curricula for primary and secondary schools education.

The Provincial Secretariat prepares the opinion based on the opinion of the Vojvodina Institute of Pedagogy (pursuant to Article 40 Paragraph 1 Item 2 Sub-Item 1,3,4 and 5 of the Law on Fundamentals of Education System (“Official Gazette of the RS”, no.88/2017, 27/2018 – other law, 10/2019, 27/2018 – other law, 6/2020 and 129/2021) and opinion of the Provincial Secretariat for Social Policy, Demography and Gender Equality, in accordance with Article 6 of the Provincial Assembly Decision on Gender Equality (“Official Journal of the APV”, no. 14/2004).

Pursuant to the Law on Establishing the Competencies of the Autonomous Province of Vojvodina (“Official Gazette of the RS”, no. 99/2009 and 67/2012 – Constitutional Court Ruling IUz 353/2009), Article 33 Paragraph 1 Item 19 and Article 34 Paragraph 1 Item 22, the Provincial Secretariat adopts primary and secondary schools curricula for languages of national minorities – national communities, based on the proposal and opinion of the Vojvodina Institute of Pedagogy and Committee for Establishing National Council of National Minority, and opinion of the Provincial Secretariat for Social Policy, Demography and Gender Equality, pursuant to Article 6 of the Provincial Assembly Decision on Gender Equality (“Official Journal of the APV”, no. 14/2004).

Contact:

**Györgyi Erdeg**

Counsellor for Education and Student Accommodation in the Field of National Minorities

Tel: 021 /487 4867

**14. Approval of textbooks and textbook sets, handbooks and teaching material for adult primary and secondary school and basic adult education in a language and script of national minority whose national council is based in the territory of AP Vojvodina, and/or the textbook, handbook and teaching material in the language and script of national minority, published in the territory of the Republic of Serbia; textbook in language and script of national minority, which is a translation of the textbook approved in Serbian language, supplement to the textbook used for teaching of the adjusted part of the curriculum for the subjects of interest to national minorities – national communities and the textbook in the national minority language and script published in a foreign country, but approved pursuant to the Law on Textbooks**

Pursuant to Article 29 of the Law on Textbooks (“Official Gazette of the RS”, no. 27/18), upon the proposal of the Vojvodina Institute of Pedagogy, and/or based on the expert opinion, if expertise has been provided, and based on the prior consent of the national council of national minority, the Provincial Secretariat approves textbooks, handbooks and teaching material in the language and script of the national minority, which has been published in the territory of the Republic of Serbia, textbook supplements used for teaching of adjusted part of the curriculum for subjects of interest to national minorities, textbooks in the language and script of the national minority, which are translations of textbooks, approved in the Serbian language and textbooks in the national minority language and script, published in a foreign country.

The Provincial Secretariat renders a decision on approval/denial of manuscripts of textbooks, handbooks and teaching material in the national minority language and script, which has been published in the territory of the Republic of Serbia, book supplements used for teaching of adjusted part of the curriculum for subjects of interest for national minorities, textbooks in the language and script of the national minority, which are translations of textbooks, approved in the Serbian language and textbooks in the national minority language and script, published in a foreign country .

The Decision is submitted to the publisher, and/or submitter of the request, as well as to the national council of national minority, Vojvodina Institute of Pedagogy and the Ministry, for the purpose of registering with the Catalogue of Approved Textbooks.

Once the Decision is translated to languages of national minorities – national communities, the Decision is published in the “Official Journal of the APV”.

Contact:

**Györgyi Erdeg**

Counsellor for Education and Student Accommodation in the Field of National Minorities

Tel: 021 /487 4867

**15. Giving Consent for Realisation of Teaching Activities and the Curriculum in Languages of National Minorities – National Communities for Fewer than 15 Students**

Pursuant to Article 33 Paragraph 1 Item 15 and Article 34 Paragraph 1 Item 16 of the Law on Establishing the Competencies of the Autonomous Province of Vojvodina (“Official Gazette of the RS”, number: 99/2009 and 67/2012 – Constitutional Court Ruling in the case of IUz 353/2009), and pursuant to Article 12 Paragraph 4, and in conjunction with Article 102 of the Law on Primary Education (“Official Gazette of the RS”, number: 55/2013, 101/2017, 10/2019, 27/2018 – state law and 129/2021), and pursuant to provision of Article 5 Paragraph 3, in conjunction with Article 94 of the Law on Secondary Education (“Official Gazette of the RS”, number: 88/2017, 27/2018 – state law, 10/2019, 27/2018 – other law, 6/2020 and 129/2021), and based on particular school’s request, the Secretariat gives consent for realisation of teaching activities and the curriculum in languages of national minorities – national communities for fewer than 15 students enrolled in the first grade of primary and secondary schools in the territory of the AP Vojvodina.

Pursuant to the school’s request and the opinion of the National Council of National Minorities, the Secretariat renders a Decision on provision of consent for realisation of teaching activities and the curriculum in languages of national minorities – national communities for fewer than 15 students enrolled in the first grade of primary and secondary schools in the territory of the AP Vojvodina.

**Györgyi Ördög**

Counsellor for Education and Student Accommodation in the field of National Minorities-National Communities

Tel: 021/487 4867

**16. Development of Education and Student Accommodation**

Co-financing projects in the field of education by means of regular call for proposals; project development and participation in development of projects whose implementation contributes to development of the field of education and student accommodation.

Provision of non–material support to projects whose implementation contributes to development of the field of education.

You may find more detailed information on the Secretariat website

Contact person:

**Jelena Pokrajac**

Counsellor for Development of Education and Student Accommodation

Tel: 021/ 487 46 09

**Vojin Jovančević, PhD**

Counsellor for Development of Education and Student Accommodation

Tel: 021/487 4035

**17. Verification of Educational Institutions and their Extended Activities**

Pursuant to Article 94 of the Law on Fundamentals of Education System (“Official Gazette of the RS”, number: 88/2017, 27/2018 –state law, 10/2019, 6/2020 and 129/2021), an educational institution may start operation once it has been determined that it meets the requirements for establishment and start of work, and when it obtains a decision on verification.

It is also necessary to submit a verification request when there is a change of the institution’s status, address, or a building, when the activity is organised in a satellite unit, a new educational profile, programme or type of grammar school is introduced or when a primary school has a preparatory preschool or adult education programme. The verification request comprises: the name, seat and type of the institution, the curriculum, the language in which the teaching activities would be conducted, the reasons and justification for its establishment and conditions provided by the founder for initiation and performance of the activities. Along with the request, the institution’s establishment act and the evidence of fulfilment of the requirements, stated in Articles 91 and 92 of the law, are to be submitted.

The verification request of a primary school is submitted not later than 28 February of the current year for the following school year, that is, not later than 31 December for the following year, in case of a secondary school.

The Provincial Secretariat decides on the verification request of an institution that has a seat on the territory of the AP Vojvodina, within six months after the proper request is submitted, at the latest.

Following the submission of the request, it is assessed whether the documentation is complete and if so, inspection of the institution’s activities is performed, and a report on inspection is made. After that, it is determined by means of a decision whether the institution meets the requirements to start the operation. In the same way, by means of a decision, consent is given for the decision of the administrative body on the conduct of the extended activities. The Decision on the institution’s verification request is final.

Pursuant to Article 98 of the Law on Fundamentals of Education System (“Official Gazette of the RS”, number: 88/2017,27/2018 – other law, 10/2019, 6/2020 and 129/2021), an institution that is granted a decision on verification may also perform other activity that improves and contributes to a better quality and more rational implementation of education (extended activity), provided that the activity does not impede the performance of the educational activities.

The extended activity may include provision of services, production, sales and other activities, in accordance with regulations governing the classification of activities.

Students who are under 15 may not engage in the school’s extended activities, while students who are older than 15 and under the age of 18, may be engaged, in accordance with regulations in the field of labour.

The decision on the extended activities is rendered by the institution’s administrative body, with the consent of the Provincial Secretariat. The decision on the extended activities for a public institution also comprises а plan of revenue and expenses envisaged for the activities, the manner of engagement of students, adults and employees, the manner the generated revenues are disposed of and the plan of use of generated revenues, in accordance with the regulations governing the budget system.

Contact person:

**Ljiljana Zeljković**

Counsellor – Provincial Education Inspector

Tel: 021/ 487 4401

**Biljana Kovačević**

Counsellor – Provincial Education Inspector

Tel: 021/487 4503

**Jelena Kujundžič**

Counsellor – Provincial Education Inspector

Tel: 021/487 4019

**18. Allocation of funds for financing and co-financing the programmes and projects implemented by primary and secondary education institutions, student accommodation institutions, local self-government units and non–governmental citizens’ organisations/ associations in AP Vojvodina, and for infrastructure modernisation of educational institutions based on the call for proposals for the allocation of funds**

In accordance with the financial plan, the Secretariat finances/co-finances programmes and projects in the field of primary and secondary education, as well as student accommodation in the territory of the APV, by announcing calls for proposals for the allocation of financial resources.

It is stipulated that the Secretariat, by means of calls for proposals, finances/co-finances the following:

1. The projects and activities aimed at raising the quality of preschool, primary and secondary education, such as: modernisation, innovation and harmonisation of the entire educational work with the needs and requirements of modern pedagogical theory and practice and the labour market, fostering interculturalism, providing support to inclusive education (children, students with disabilities, as well as students with exceptional abilities), encouraging extracurricular and out-of-school activities, preparation and organisation of competitions at the regional level and organised by the Ministry, as well as funding information services, anniversary celebrations, services of education, culture and sports, raising the quality of education of members of national communities in minority languages, procurement of materials for education, culture and sports, financing of fees from the budget for education, culture, science and sports and others, subsidising activities of NGOs, associations of citizens and other non-profit institutions whose activities are related to primary and secondary education; the planned funds are also intended for financing / co-financing of programmes and projects in the field of development of information and communication competencies of students and education in the field of environmental protection of primary and secondary school students in AP Vojvodina; primary and secondary schools, regional centres for professional development, as well as non-governmental organisations/associations of citizens based in the territory of AP Vojvodina, which deal with issues of education and local self-government units for the needs of preschool institutions, are eligible to participate in the call for proposals;
2. The projects and activities pertaining to improvement of the student accommodation, such as organising a meeting of student dorms in the AP Vojvodina, introducing and maintenance of the HACCP and ISO standards in the students’ dorms, organising various cultural, sports events etc. Student accommodation institutions in the territory of the AP Vojvodina are eligible to participate in the call for proposals;
3. Bilingual instruction in primary and secondary schools in the AP Vojvodina: funds are allocated for running programme costs (e.g. financing service providers involved in the bilingual education, teaching material costs, costs of procurement of professional literature and didactic material, the employees’ professional development in the country and abroad, international membership fees etc.) as well as for procurement of equipment necessary for the implementation of bilingual instruction. Primary and secondary schools based in the territory of the AP Vojvodina which, have obtained the approval for bilingual instruction from the Ministry, are eligible to participate in the call for proposals;
4. Adult education projects which are reflected in procurement of equipment for modernisation of instruction in primary school institutions in the AP Vojvodina, which deal with adult education. Primary schools in the territory of the AP Vojvodina, with the status of publicly acknowledged organiser of activities of formal adult primary education, i.e. primary schools which have a decision of the Provincial Secretariat on meeting the prescribed requirements for performing activities of formal adult primary education, are eligible to participate in the call for proposals,
5. Infrastructure modernisation in pre-school, primary and secondary education, as well as in the field of student accommodation in the AP Vojvodina, which pertains to running repair and maintenance works regarding buildings and facilities and equipment, adaptation, improvement, reconstruction and investment maintenance of school buildings, preparation of project technical documentation for purposes of educational institution, and to procurement of equipment (furniture, kitchen equipment, educational equipment, students’ safety equipment) for educational institutions. Primary and secondary schools, and the student accommodation institutions, the seat of which is in the territory of the AP Vojvodina, that is local self-government units in AP Vojvodina for the field of preschool education, are eligible to participate in the call for proposals;
6. Intercity transportation reimbursement for secondary school students in the AP Vojvodina pertains to allocation of funds for transportation costs for secondary school students who travel from their place of residence to educational institution every day. The local self-government units in the territory of the AP Vojvodina are eligible to participate in the call for proposals. The local self-government units further forward the funds either to the carriers, to cover a part of the transportation costs for students from the territory of the local self-government unit, or transfer the funds directly to the students (parents/legal guardians), who are eligible for the subsidised transportation;
7. The programmes and projects of the national councils of national minorities in the field of primary and secondary education in the territory of the AP Vojvodina, such as the projects for development and improvement of quality of primary and secondary education in the languages /dialects of the national minorities – national communities in the AP Vojvodina, for translation of texts and preparation of tasks for competitions for primary and secondary school students from the territory of the AP Vojvodina, organised by the Ministry. The registered national councils of national minorities the seat of which is in the territory of the AP Vojvodina, are entitled to participate in the call for proposals.

The Commission for the Implementation of Call for Proposals analyses all applications received, and according to the criteria, make a decision proposal on allocation of the funds, which are then to be submitted by the Commission to the Provincial Secretary for approval. The call for proposals results are published on the Provincial Secretariat’s web site.

Contact:

**Valerija Glišić**

Senior Counsellor-Head of Department for Material and Financial Affairs in the Field of Education

Tel: 021/ 487 4262

**II. PROJECTS, WORKING GROUPS AND COMMISSIONS**

**1. Translations of the competition tests and tasks in the languages of national minorities – national communities, starting from municipal to the national level, organised by the Ministry of Education, Science and Technological Development of the Republic of Serbia**

As part of the activities pertaining to the increase of quality of education in primary and secondary schools in the territory of the AP Vojvodina, for the pupils/students who attend classes in their mother tongue (Hungarian, Slovak, Romanian, Rusyn and Croatian) and aiming to provide equal opportunities and conditions for the pupils/students who belong to national minorities–national communities, to participate in competitions starting from the school and all the way to the national level, the Provincial Secretariat has undertaken the task to make/translate the testing tasks into nationa minority languages.

The activity has been realised in cooperation with the national councils of national minorities. The selection of the translators is done by each national council in accordance with the defined criteria for selection and engagement (the translator has to have good conduct of Serbian and the language of the national minority, he/she has to be familiar with the professional and the school terminology of the given subject, he/she may not be employed and teach the children/pupils/students, who participate at the that particular competition).

Preparation of the test questions and tasks is carried out in accordance with the calendar of competitions and festivals for primary and secondary schools’ pupils/students, which is prescribed and announced by the Ministry for every school year, in cooperation with the expert associations and school administrations of the Ministry.

Contact:

**Ördög Györgyi**

Counsellor for Education and Student Accommodation in the field of National Minorities-National Communities

Tel: 021/487 4867

**III PROJECTS SUPPORTED BY THE SECRETARIAT IN COOPERATION WITH ITS PARTNERS**

**1.“For Cleaner and Greener Vojvodina Schools”** **programme** was initiated in 2009/2010 school year with the aim of raising the awareness and fostering personal responsibility among children, youth and adults about the environment, and promoting the activities that will contribute to fostering a cleaner and greener environment in educational institutions and local communities in the AP Vojvodina.

So far, numerous partners have participated in the programme implementation: Vojvodina Environmental Movement, RECAN -Fund for the Recovery and Recycling of Cans, Ćesarov Foundation, Fruška Gora National Park PC, PUC “Vojvodina vode”, PUC "Vojvodinašume" and “Elektrovojvodina” LLC Novi Sad, whose assistance has facilitated the provision of many valuable prizes for the most successful educational institutions.

In previous years, pre-school institutions, primary and secondary schools and the student dorms in the AP Vojvodina submitted their proposals. Thousands of students and teachers, along with their parents and the people in their local community have been involved in the implementation of the programme. In cooperation with numerous partners and donors, the best pupils/students and teachers are awarded the prizes.

You may find more detailed information on the Provincial Secretariat website

**2. “Energy is All Around Us”** **Programme** was initiated in Vojvodina primary and secondary schools in 2009/2010 school year, aiming to popularise alternative and renewable energy sources and energy savings. The starting point in this project was a fact that education pertaining to the rational utilisation of energy is more efficient if it starts at an early age.

The project is primarily aimed at young people, and it was envisaged to be implemented in primary and secondary schools in the AP Vojvodina through the design of models and mock-ups, multimedia presentations, literary papers and artworks i.e. in schools which serve as an example in this particular field with their improvement and construction of their own energy saving systems and through the introduction of alternative energy sources. Regardless of the students’ age, the disciplines for the implementation of this project are as follows: renewable and alternative energy sources; energy efficiency (rational use) and ecology; waste management and energy. During the past period, a large number of the pre-school institutions, primary and secondary schools – children, pupils/students and educational workers have been involved in the implementation of the programme activities. Considering the importance of such a project, a Protocol on Cooperation was signed between the Provincial Secretariat for Education (at the time), Provincial Secretariat for Energy and the Centre for the Development and Application of Science, Technology and Information Science.

You may find more detailed information on the Provincial Secretariat website

**3. “Days of Information Science in Schools in Vojvodina”** **Project** was initiated in 2009/2010 school year aiming to promote information science in teaching and popularisation of the new educational technologies in primary and secondary schools in the AP Vojvodina.

By means of the project, it is possible to monitor and evaluate all activities and efforts made towards the computerisation and improvement of the teaching process and school activities in general, particularly: establishment of computer classes in schools; internet connection; computer application in school management; teachers’ training on computer application in the teaching process at the accredited seminars; development of multimedia presentations for teaching; multimedia application in teaching; monitoring participation and success rate of the pupils/students at the computer science competitions, according to the Calendar of the Ministry and according to the Microsoft criteria; development of the school multimedia presentation, how to use information technology in teaching process and generally in the school’s life and work.

After the evaluation of the submitted applications, the Commission makes a decision on the most successful schools, and those schools are presented awards and the prof. Stjepan Han plaque, at the closing ceremony.

**Participation in the activities of working groups and commissions**

The Provincial Secretariat’s representatives are members of some working groups at the provincial secretariats’ or national ministries’ level:

* Working group for defining and drafting the programme structure of the budget and gender responsive budgeting of the Provincial Secretariat for Education, Regulations, Administration and National Minorities - National Communities;
* Working group for solving accommodation capacities in dormitories of secondary school students from the territory of APV, no;
* Working group to prepare the Proposal to amend the Rulebook on detailed conditions regarding curricula, staff, space, equipment and teaching materials for acquiring the status of the PRAO of Adult Education Activities ("Official Gazette of RS", No. 89/2015), as well as drafting the Proposal rulebook on standards of self-evaluation and external evaluation of PRAO;
* Working group for drafting the Rulebook on standards of self-evaluation and external evaluation of PRAO, and the second one to prepare the Proposal for amendments to the Law on the National Qualifications Framework of the Republic of Serbia ("Official Gazette of RS", no. 27/2018 and 6/2020) and Proposals for Amendments to the Law on Adult Education ("Official Gazette of the RS", No. 55/2013, 88/2017 -state law, 27/2018 - state law and 6/2020 - state law);
* Republic Commission for conducting the final exam at the end of primary education for the school year 2021/2022 and the entrance exam and enrolment of students in secondary school for the school year 2022/2023;
* Working group for projects and cooperation with the European Affairs Fund (EAF);
* FARMER project;
* Expert group for cross-border cooperation with Hungary;
* Working group for the implementation of the Erasmus + project of the Mobility in Vocational Education and Training System;
* Working group for the implementation of cooperation with the British Council.
* Managing Board of the Project Support to the Preschool Education System Reform in Serbia – SUPER
* Working group for drafting the Action Plan of the Provincial Secretary for Sports and Youth;
* Thematic working groups - Social development of the Vojvodina Development Agency (VDA);
* Sectoral working group for the prevention of dropouts from the education system in pre-university education;
* Sectoral working group for school sports.

***9.1.2. DEPARTMENT FOR INSPECTION CONTROL IN THE FIELD OF EDUCATION***

Competences of the Department for Inspection Control in the Field of Preschool, Primary and Secondary Education and Student Accommodation, are as follows:

1. to collect data, monitor and analyse the situation in the field of inspection, which is within its scope;
2. to identify, as a manner of prevention, the breach of law, as well as the consequences of non-observance of laws, other regulations and general acts;
3. to initiate changes and amendments to laws and other regulations and to propose the harmonisation of general acts of institutions with the law or other regulation;
4. to take part in the process of determining the fulfilment of conditions for the commencement of the work of institutions and the performance of the activities of institutions;
5. to identify the illegality or irregularity of general acts and to propose the elimination thereof to the institution responsible;
6. proposes to the authorities of the state administration, autonomous province, local self-government units and other holders of public authority to undertake activities and measures to which they are authorised;
7. to prepare the annual report on inspection conducted in institutions;
8. to perform the supervision of the work of institutions in the territory of the AP Vojvodina, through the Provincial education inspector, which includes as follows:

* to perform direct inspection if it is not carried out by the municipal, that is, the city administration, that is, if there is no inspection in the local self-government unit, and is at the expense of the funds of the local self-government unit;
* to prepare for the provincial secretary in charge of education a proposal of a decision on appeal against a decision of a municipal, or city administration, made in the course of inspection;
* to perform direct supervision of the work of the education inspector;
* to provide mandatory instructions for the enforcement of laws and other regulations for tasks performance and control their enforcement;
* to organise joint supervision with the inspectors in bodies entrusted to perform the inspection;
* to require reports, information and notifications concerning the performance of delegated tasks of inspection;
* and undertake other duties pursuant to the law regulating the inspection in general and the law regulating state administration;
* in exercising supervision over the work of the body delegated to perform inspection activities, the education inspector of the Provincial Secretariat responsible for education, inspects the fulfilment of the requirements from Article 6 of the Law on Education Inspection, the work and conduct of the Education Inspector, it records in detail the established irregularities and determines the measures and deadlines for their elimination. Failure to comply with the measures for elimination from Paragraph 2 of the Article 17 of the Law shall constitute a serious breach of duty.
* If the education inspector does not eliminate irregularities determined by the minutes within the given time limit, the Provincial Education Inspector is authorised to: propose, in accordance with the law, the instituting of disciplinary proceedings against that education inspector, as well as against his immediate superior. He/she is also authorised to propose removal from the work of these officials against whom disciplinary proceedings have been instituted.

1. to perform tasks of inspection over the work of the Pedagogical Institute of Vojvodina with regard to the implementation of laws regulating the fundamentals of the education system, specific laws in the field of education, other regulations in the field of education and general acts;
2. to perform inspection and supervision of the legality of student accommodation institutions` activities.

You may find more detailed information on the Provincial Secretariat website

**Contact person:**

**Danica Lučić LLM**

Senior Counsellor – Head of the Department

(Office no.61/1st floor; Tel: 021/487 4451)

1. **Conducting inspection control in institutions in the field of education (preschool institutions, primary and secondary schools) and student accommodation**

Legal grounds:

Law on Education Inspection (“Official Gazette of the RS” no. 27/2018 and 129/2021), Law on Textbooks (“Official Gazette of the RS” no. 27/2018), the Law on Protection of Citizens from Exposure to Tobacco Smoke (“Official Gazette of the RS”, No. 30/2010), the Law on Public Administration (“Official Gazette of the RS”, no. 79/2005, 101/2007, 95/2010, 99/2014, 47/2018 and 30/2018-state law), the Law on General Administrative Procedure (“Official Gazette of the RS”, no. 88/2016 and 95/2018 – authentic interpretation), Law on Inspection (“Official Gazette of the RS”, no. 36/2015,44/2018 – state law and 95/2018), as well as others.

The category of entities this service refers to includes: authorities, companies, institutions and other organisations, parents, legal guardians of a child or a student or citizens and other legal or natural entities.

The inspection procedure is initiated and conducted ex officio or when requested by the supervised entity for performing inspection, as well as on the request of another person who is recognised by a special law, as a party in the procedure. When assessing the existence of a reason for instituting proceedings ex officio, the inspector takes into consideration the petitions, which have the effect of initiating the procedure, and the applicants of these initiatives do not have the capacity of a party in the procedure that can be initiated on the basis of this initiative. The inspector does not initiate an ex officio procedure on the basis of a petition, if an insignificant risk is assessed or the abuse of rights is in question.

At the request of the applicant, the inspector notifies the applicant that he has acted upon the petition no later than 15 days from the date of receipt of the request, and on the outcome of the initiated procedure of extraordinary inspection supervision, no later than 15 days from the day of the end of the procedure.

The service may be provided by sending a written request or by e-mail. There is no prescribed request form.

The deadline in which it may be expected that the service will be provided, is as follows: one month from the day of submission of a proper request, or two months, in accordance with Article 145 of the Law on General Administrative Procedure or 8 days from the day of receiving the request for the protection of the rights of the child and student rights, in conformity with Article 81 of the Law on Fundamentals of Education System (“Official Gazette of the RS”, no. 88/2017).

**Contact persons:**

Provincial education inspectors:

**Svetlana Smiljanić**, 021/487-4503; **Sonja Stojković**, 021/487-4559; **Biljana Kovačević**, 021/487-4503; **Ljiljana Zeljković**, 021/487-4401; **Danijela Kostić** 021/4874 401; **Eva Tomić**, 021/487-4565 (student accommodation), **Jelena Kujundžić** 021/4874 019 and **Dr Papp Zsigmond** 021/4874 612.

***9.2. DIVISION FOR REGULATIONS***

The **Department for Regulations** is in charge of normative, administrative, legal, study-analytical, financial and material, public procurement and human resources management tasks concerning the preparation of acts for the AP Vojvodina Assembly and Provincial Government in the field within the Secretariat’s scope of work, as well as those acts whose preparation is not within the scope of work of other provincial administration authorities; editing and publishing "The Official Journal of APV"; publication of certain regulations in languages in the official use in the authorities of the Autonomous Province of Vojvodina (hereinafter: AP Vojvodina); giving opinion to the APV Assembly and Provincial Government of the acts prepared by other authorised proposers from the perspective of compliance of those acts with other regulations, legal system and legal standards; cooperation with republic authorities, authorities of the provincial administration and local self-government units; deciding on appeals in administrative matters in the field of expropriation of immovable property in the territory of Vojvodina; giving consent to the content and appearance of the seals of authorities and legal entities exercising public powers; and employment matters.

The Division for Regulations comprises a smaller organisational unit:

* Department for Regulations and Administrative Affairs, which comprises the Unit for Regulations.

1. **Official Journal of the Autonomous Province of Vojvodina**

Pursuant to the Provincial Assembly Decision on Publishing Regulations and Other Acts (“Official Journal of the APV”, no. 54/14, 29/17 and 12/18), it is stipulated that the Statute, Provincial Assembly decisions and other general acts of the Assembly of the APV, as well as Provincial decrees and other general acts of the Provincial Government, shall be published in the “Official Journal of the APV”, in the Serbian language and in the Cyrillic script, as well as in the Hungarian, Slovak, Croatian, Romanian and Rusyn languages and scripts.

The Rulebook on the Layout of the “Official Journal of the APV” (“Official Journal of APV”, no: 31/17 and 22/18) regulates the layout “Official Journal of the APV”, that is, the layout and content of the front page, internal pages and back page.

The first “Official Journal of the APV” was published on 1 May 1945, pursuant to the Decision on Interim Organisation and Scope of Work of Committees of People’s Liberation Committees in the Territory of AP Vojvodina.

In 2016, Number 71 of the “Official Journal of the APV” was published, as well as the total of 1395 regulations and other acts and the registry was made thereof (<http://www.puma.vojvodina.gov.rs/sllist.php>).

In 2017, until 31 December 2017, 58 official journals were published.

In 2018, until 31 December 2018, 60 official journals were published.

In 2019, until 31 December 2019, 54 official journals were published.

In 2020, until 31 December 2020, 68 official journals were published.

In 2021, until 31 December 2021, 55 official journals were published.

The receipt of the publication order for official documents with their texts is conducted in the Serbian language, in an electronic form. At the same time, the ordering party sends the text which is to be published, in electronic form, to the entity authorised to print official journals. The electronic form of the official document which is to be published is sent to translators for the purpose of translating it into languages of national minorities in official use in the work of provincial authorities. The printing order for official journal is created, containing the official journal number, date of publishing and the list of official documents to be published. The printing order is sent to the entity which prints the “Official Journal of the APV” in electronic form. Simultaneously, the order is sent to translators. The entity authorised to print official journals sends a PDF copy of official journal to the address of the editor-in-chief and the person in charge of its uploading to the website of the Secretariat. The editor-in-chief checks the content of created PDF copy of the official journal. Afterwards, the PDF copy of the official journal is uploaded to the website of the Secretariat. Then, one copy of the official journal is sent to each provincial secretariat, services and administrations through the Records and Filing Office. The register of all published official documents in the official journal is created for the previous year, by the end of February of the calendar year, in electronic form and it is uploaded to the website of the Provincial Secretariat.

You may find more detailed information on the Provincial Secretariat website

**Contact person:**

**Dijana Katona**,

Senior Counsellor, Head of Department for Regulations and Administrative Affairs

Editor-in Chief

Office no. 63/ 1st floor, Tel: 021/487 4427

1. ***Expropriation***

The Law on Establishing the Competences of the Autonomous Province of Vojvodina (“Official Journal of the APV”, no. 99/09 and 67/12- the Constitutional Court Decision) and the Provincial Assembly Decision on Provincial Administration (“Official Journal of the APV”“ no: 37/14 and 54/14-other decision, 37/16, 29/17), constitute a legal basis for deciding on appeals in the second instance administrative procedure, in the field of expropriation from the territory of the AP Vojvodina, at the level of the province, i.e. within the provincial administration authority, as a conferred public administration task. Pursuant to Article 80 of the Law on Establishing the Competences of the Autonomous Province of Vojvodina, the povincial administration authority, in charge of administrative affairs, or the respective Provincial Secretariat, in conformity with the law regulating the area of ​​expropriation, shall:

1. decide on appeals against decisions of city or municipal administration in the territory of the AP Vojvodina, rendered upon the expropriation proposal;
2. decide on the proposal for authorisation to perform preparatory activities in the process of expropriation in the territory of the AP Vojvodina.

An appeal received in the Records and Filing Office of the provincial authority is sent for processing to the Provincial Secretariat. The case is entered into the registry book. One officer is entrusted with examining the appeal and conceiving the proposal of a decision. The proposal of the decision is sent to the Assistant Secretary for verification and then to the Provincial Secretary for signature. Afterwards, the decision is dispatched.

A complaint received in the Records and Filing Office of the provincial authority is sent for processing to the person in charge for the expropriation case. A response to the complaint is conceived and all the case documents are sent to the Administrative Court. The following procedure is representation at the main court hearing, if it is conducted.

In 2016, six (6) second-instance rulings were rendered. One response to the complaint was sent to the Administrative Court, regarding one procedure.

In 2017, until 31 December 2017, 11 second-instance rulings were rendered.

In 2018, until 31 December 2018, 14 second-instance rulings were rendered.

In 2019, until 31 December 2019, 7 second-instance rulings were rendered.

In 2020, until 31 December 2020, 18 second-instance rulings were rendered.

In 2021, until 31 December 2021, 278 second-instance rulings were rendered.

**Contact person:**

**Tijana Pavlov**,

Acting Assistant Provincial Secretary

Office no.64/ 1st floor, Tel: 021/487-4574

1. ***Consent for the content and layout of seals***

The Provincial Secretariat for Education, Regulations, Administration and National Minorities-National Communities (hereinafter: Secretariat) is in charge of giving consent for the content and layout of seals of the autonomous province authorities, authorities of local self-government units and holders of public offices, which are based in the territory of the AP Vojvodina, in accordance with provisions of the Law on the Seal of Public and Other Authorities (“Official Gazette of the RS, no: 101/07 and 49/21.)

The stamp is used in electronic form when attached to an electronic document or in the form of an imprint on a paper document.

Bodies or holders of public offices have one seal for imprinting with chemical ink and at least one qualified electronic seal, and may have one seal for imprinting in sealing wax and for dry imprint.

Also, the Secretariat keeps records of seals, containing data on the consent for acquiring a seal, on the number of issued seals, on the unique serial number, on the date of commencement of the use of the seal, on destroyed, lost and misplaced seals, as well as the seal impressions.

You may find more detailed information on the Provincial Secretariat website

In 2016, the Provincial Secretariat received 244 requests for issuing the consent for the content and layout of seals. All requests were decided upon within the statutory deadline. The total number of 242 decisions on giving the consent for the content and layout of seals were rendered, while two requests were not decided upon since they were not in conformity with provisions of the Law on the Seal of Public and Other Authorities or the request submitters filed an incomplete request, which were not subsequently completed.

In 2017, until 31 December 2017, the Provincial Secretariat received 224 requests for issuing consent for the content and layout of seals. The total number of 215 decisions on giving the consent for the content and layout of seals were rendered, while nine requests were not decided upon, since they were not in conformity with provisions of the Law on the Seal of Public and Other Authorities or the request submitters filed incomplete requests, which were not subsequently completed.

In 2018, until 31 December 2018, the Provincial Secretariat received 188 requests for issuing consent for the content and layout of seals. The total number of 181 decisions on giving the consent for the content and layout of seals were rendered.

In 2019, until 31 December 2019, the Provincial Secretariat received 75 requests for issuing consent for the content and layout of seals. The total number of 70 decisions on giving the consent for the content and layout of seals were rendered.

In 2020, until 31 December 2020, the Provincial Secretariat received 113 requests for issuing consent for the content and layout of seals. The total number of 110 decisions on giving the consent for the content and layout of seals were rendered.

In 2021, until 31 December 2021, the Provincial Secretariat received 157 requests for issuing consent for the content and layout of seals. The total number of 151 decisions on giving the consent for the content and layout of seals were rendered.

You may find more detailed information on the Provincial Secretariat website

**Contact person:**

1. For seals in the form of an imprint: **Bojana Makivić** (office 63a/1st floor, telephone 487- 4373)
2. For the qualified electronic seal: **Iva Durutović** (office 63a/1st floor, telephone 487- 4693)
3. ***Consent for the use of the coat of arms of the Autonomous Province of Vojvodina***

The Provincial Assembly Decision on the Layout and Use of Symbols and Traditional Symbols of the Autonomous Province of Vojvodina (“Official Journal of the APV” no. 51/16) regulates a detailed layout and use of symbols and traditional symbols of the Autonomous Province of Vojvodina.

Symbols of the AP Vojvodina include: the flag, traditional flag, coat of arms and traditional coat of arms. The Instruction on Detailed Regulation of the Use of AP Vojvodina Symbols (“Official Journal of the APV” no. 55/16) regulates more closely the use of symbols and traditional symbols.

Legal and natural entities, entrepreneurs, associations and other organisations may use the coat of arms of the AP Vojvodina, as an integral part of the emblem or mark, with previously obtained consent of the Provincial Government. A decision denying the request for giving consent is final.

Requests for consent for the use of the coat of arms are submitted to this Provincial Secretariat. The request contains the following: the purpose of use of the coat of arms, technical description (outline and description of material), number of copies, deadline for consent to the use of the coat of arms, along with other facts relevant to making the decision.

The Provincial Secretariat keeps the records of consents given to the use of coat of arms as an integral part of an emblem or mark, as well as seal impressions, i.e. samples.

The records of given consents contain the following: the number and date of the document by which consent was given, date of the commencement of use of the seal, number of made copies, date of expiry and seal impression, i.e. sample.

The impression or sample of the created emblem or mark and information about the number of copies and the date of the commencement of use are submitted by legal and natural entities, entrepreneurs, associations and other organisations to the authority in charge of keeping the records of consent given to the use of coat of arms within ten days from the day of the seal’s creation.

This Secretariat monitors the execution of the decision and instruction.

You may find more detailed information on the Provincial Secretariat website

**Contact person:**

**Tatjana Stojanov**

Senior Counsellor

Office no.63a/1st floor; Tel: 021/ 487 46 85

e-mail: tatjana.stojanov@vojvodina.gov.rs

***9.3. DIVISION FOR ADMINISTRATION***

***9.3.1. Department for Exams***

The **Department for Exams** carries out tasks pertaining to the organisation and implementation of bar examinations, state qualifying exams, exams of foreign and national minorities – national communities᾿ languages in the official use in authorities of the APV (language exam for administrative civil servants), teaching licence exams for pre-school, primary and secondary teachers and expert associates, exams for secretaries of educational institutions, as well as the tasks related to court interpreters.

**Contact person:**

**Slobodanka Stanković - Davidov**

Head of Department for Examinations

Office no. 68/ 1st floor, Tel: 021/487 4226; e-mail: [slobodanka.stankovic@vojvodina.gov.rs](mailto:slobodanka.stankovic@vojvodina.gov.rs)

1. **Bar examination**

The Provincial Secretariat organises and performs administrative tasks pertaining to **bar examinations taken for persons domiciled in the territory of the AP Vojvodina.**

The Provincial Secretary has established two bar examination boards.

Bar examinations are organised throughout the year (excluding July and August), by both examining boards, usually in the middle of the month (written part) and the end of the month (oral part).

The bar exam is unique and consists of a written and oral part.

Candidates are obliged to take both parts of the bar examination in the same exam period (written part and at least four subjects in the oral part).

An eligible candidate for taking the bar examination is any person who graduated from the Faculty of Law, after which he/she gained two years of work experience in legal affairs at court, public prosecutor’s office, public attorney’s office and in a solicitor’s office or three years of work experience in legal affairs at the magistrates’ court or other public authority, authority of territorial autonomy or local self-government or four years of work experience in legal affairs in enterprises, institutions or other organisations.

Request for taking the bar examination are received by post or directly in the Records and Filing Office, **until 15th of the current month for the exam period in the next month** (i. e. until 15September for the exam period in October).

Along with the request, candidates taking the bar examination for the first time are required to submit the following evidence:

1. certificate of work experience (certificate of the court, bar associations, prosecutor`s office, authorities or organisations);

2. certified copy of a law degree;

3. certified copy of both sides of the ID card (or a certified transcript read of the ID card with a chip);

4. confirmation from the ministry competent for the administration of justice that the candidate has not taken the bar exam in the last two years before the examining boards formed by the minister (only for candidates who, in the last two years, have changed their domicile outside of the territory of AP Vojvodina into its territory).

Candidates taking the supplementary bar examination, submit only the request for the supplementary examination.

Candidates taking the bar examination for the second time, along with the request, submit only the evidence listed above under the item number 3.

If taking the bar exam has been permitted, the candidate is informed, by means of a decision, about the date of the written or oral part of the exam, as well as about the account numbers of the AP Vojvodina Budget and the Republic of Serbia Budget, to which payments of the bar examination fees and republic administrative fee should be made.

**Exams are open to the public- interested persons may attend the oral part of the exam.**

**Bar examination fees** are paid by a candidate upon the receipt of the decision on permission to take the bar examination, while the proof of payment should be submitted to the Secretary before taking the written part of the examination.

A **CERTIFICATE** is issued of passing the bar examination, which is delivered to the address of domicile of the candidate, or – if explicitly stated so in the request, to the address of residence, or the candidate may collect the certification in person at the Provincial Secretariat. The candidate is entitled to request the issuing of the bilingual certificate, in the Serbian language and one of the national minority languages in the official use in the AP Vojvodina.

You may find more detailed information on the Provincial Secretariat website

**Contact person:**

**Ivan Borojev**,

Office no. 67/ 1st floor, Tel: 021/487 4383; mobile: 060/515 9052; e-mail: [ivan.borojev@vojvodina.gov.rs](mailto:ivan.borojev@vojvodina.gov.rs)

**Dijana Katona,**

Office no. 63/1st floor, Tel: 021/487 4427; e-mail: [dijana.katona@vojvodina.gov.rs](mailto:dijana.katona@vojvodina.gov.rs).

1. **Court interpreters**

The Provincial Secretariat is responsible for appointing and discharge of court interpreters and keeping the Register of Court Interpreters for the area of higher courts in the territory of AP Vojvodina.

Upon assessment of the need for court interpreters, presidents of higher courts in the territory of AP Vojvodina (Novi Sad, Zrenjanin, Subotica, Pančevo, Sremska Mitrovica and Sombor), submit proposals for issuing an advertisement to appoint court interpreters – court translators and sign language, deaf and mute court interpreters.

On the basis of the requests submitted, an advertisement is issued at least once a year (September/December) for appointing court interpreters – court translators and sign language, deaf and mute court interpreters in the “Official Journal of the APV”, one of the printed media in the AP Vojvodina and on this website.

A candidate must have a university education and must meet the statutory requirements for employment as a civil servant domiciled in the territory of the AP Vojvodina, as well as meet the following special requirements:

1. adequate university education for a particular foreign language or full knowledge of the language from and into which the speech or written text is translated;
2. knowledge of legal terminology used in the language from or into which they translate;
3. at least five years of experience in the translation profession.

A person who has at least a secondary school degree of four years of education – fourth degree qualification may be a candidate for the sign language, deaf and mute court interpreter.

Along with the application, the candidate submits the original or a certified copy of the evidence of that he/she has met the general and specific conditions, listed in the advertisement text.

Applications may be sent by post or directly - in the Records and Filing Office and all candidates pay the republic administrative fee.

The Provincial Secretariat organises the examination to test the knowledge for candidates, domiciled in the territory of AP Vojvodina, and in this regard the Provincial Secretary establishes committees to verify:

1. whether the candidate who does not have an adequate university education for a particular foreign language has the full knowledge of the language from and into which the speech or written text is translated;
2. whether the candidate has the knowledge of legal terminology used in the language from or into which they translate.

The examination consists of an oral and written part. Candidates who take language examinations are informed of the examination date and fee.

The fee for language examination must be paid not later than three days before the examination, and the proof of payment is to be submitted to the Secretary of the Committee.

Upon completing the process of examination, the Provincial Secretary will, by way of a decision, appoint court interpreters, court translators and sign language, deaf and mute court interpreters.

Considering its complexity, it should be pointed out that the overall procedure, from announcing the competition for appointment of court interpreters for the territory of all higher courts in the territory of AP Vojvodina, to its implementation i.e. taking of the oath by the appointed court interpreters, takes up to six months on average.

The register of court interpreters for the territory of all higher courts in the territory of AP Vojvodina includes interpreters’ data (surname, name of one parent and name of the interpreter; profession, address, and telephone number, number and date of the decision on appointment, language that they have been appointed for, date and place of the oath taking ceremony, number and date of the decision on discharging the interpreter and a note) the interpreters are obliged to inform the Provincial Secretariat about and any changes to the data, within eight days from the date of the change.

Supervision of court interpreters is carried out by the president of the higher court to which the translator / interpreter is appointed.

The interpreter will be discharged: if they personally request so, if it is determined that the conditions for appointment did not exist or have ceased to exist, if they are convicted of a criminal offense which makes them unworthy or unfit for the job of an interpreter, if, based on a judicial decision, they have revoked or limited their legal capacity, if it is legally determined that they had lost the ability to work and if they carry out their tasks negligently and unprofessionally.

You may find more detailed information on the Provincial Secretariat website

**Contact person:**

**Ankica Jukić-Mandić**

Office no. 68, 1st floor; Tel 021/487 4213; e-mail:  [ankica.jukic@vojvodina.gov.rs](mailto:%20ankica.jukic@vojvodina.gov.rs)

**Jovana Mitrović**Office no. 68а, 1st floor; Tel. 021/487 4552; e-mail:  [jovana.mitrovic@vojvodina.gov.rs](mailto:%20cetinka.svitlica@vojvodina.gov.rs)

1. **State qualifying examination**

The Provincial Secretariat organises and conducts the state qualifying examination for the employees of administrative authorities in the territory of AP Vojvodina.

Persons required to take the state qualifying examination, in accordance with the Decree on the State Qualifying Exam include:

• a civil servant who has been employed for an indefinite period, if he/she has not passed the state qualifying exam, i.e. another exam prescribed by law as an exception to taking the state qualifying exam, a person on probation and a trainee in a state authority;

• a civil servant who has been transferred to a position classified with the lowest title with acquired additional education, according to the programme of the state qualifying exam for the education level acquired by additional education;

• persons with whom, in accordance with the law, a contract on professional training has been concluded free of charge, for the purpose of professional training, i.e. gaining work experience and conditions for taking the state qualifying exam;

• other persons interested in working on jobs for which the condition is passed state qualifying exam, and who are qualified for independent work in the profession, i.e. independent performance of work and have acquired work experience in the profession for the duration which is a condition for taking the state qualifying exam within the degree of vocational education, i.e. education level of the respective person;

• persons who have not passed the state qualifying exam, and have applied for a public vacancy announcement to fill in a vacant position at state authority, in accordance with regulations on civil servants, or to fill in a vacant position in the autonomous province, local self-government unit and the city of Belgrade, in accordance with regulations on employees in autonomous provinces and local self-government units.

The provisions of this Decree apply to employees who are obliged to pass the state qualifying exam, in accordance with the law governing the rights and duties of employees in the authorities of autonomous provinces and local self-government units, as well as to employees of other holders of public authority carrying out the entrusted tasks of state administration.

The state qualifying examination for candidates with higher education includes the following exam subjects: constitutional order; public administration system; administrative proceedings and administrative dispute; office management; labour legislation; principles of European Union system.

The state qualifying examination for candidates with secondary education includes the following exam subjects: constitutional order and the principles of public administration system; administrative proceedings; office management; the principles of labour legislation and the European Union.

The Provincial Secretary formed the examining committees for the state qualifying examination for civil servants with higher and secondary education.

Requests for taking the state qualifying examination are submitted by post or directly in the Records and Filing Office.

The request is submitted by the public administrative authority or other body or organisation where a candidate is employed. It may also be submitted by the candidate. The Provincial Secretary decides on the request to take the exam by a decision, while the candidate is informed of the date, place, time and the amount of fee for the exam, not later than seven days before the exam date.

The examination is organised several times during a month, throughout the year, except in August.

After passing the examination, a certificate of passing the state qualifying examination is issued which, at the request of the candidate, may be bilingual. A bilingual certificate shall be written in the Serbian language and one of the languages of national minorities, which are officially used in administrative authorities of the AP Vojvodina (Hungarian, Slovak, Croatian, Romanian and Rusyn).

Since 2002, the official records have been kept at the Provincial Secretariat for each candidate who has taken the state qualifying exam.

You may find more detailed information on the Provincial Secretariat website

**Contact persons:**

**Elvira Štrbac**

(Office no.68/ 1st floor; Tel: 021/487 4460)

**Аnkica Jukić Mandić**,

(Office no.68/ 1rd floor; Tel: 021/487 4213)

1. **Language examinations**

The Provincial Secretariat organises examination in a foreign language and languages of national communities for the work in administrative authorities.

The examination tests the level of knowledge of a foreign language or languages of national communities according to the level that a candidate applies for. General knowledge has three levels: basic, intermediate and advanced level, while the knowledge of the professional terminology in law and administration is tested separately.

Any interested person has the right to take the examination.

In certain cases, a certificate may be issued without taking the examination, including:

* for the basic level of general knowledge – if the evidence of having completed at least two grades of primary or secondary school in particular language has been submitted;
* for the intermediate level of general knowledge – if the evidence of attending and graduating from secondary school in a particular language has been submitted;
* for the advanced level of general knowledge – if the evidence of attending and graduating from a faculty in a particular language has been submitted, i.e. the evidence that the candidate passed the university preliminary exam of professional terminology in a particular language;
* for expert-terminological knowledge –the decision on appointment of a court interpreter in a particular language constitutes the evidence.

The request for taking a foreign language tests, i.e. the request for issuing the certificate is submitted to the Provincial Secretariat for Education, Regulations, Administration and National Minorities – National Communities, Bulevar Mihajla Pupina 16, 21101 Novi Sad.

The request is submitted by the candidate and it may also be submitted by the administrative authority, other body or legal entity, where the candidate is employed, when its job classification act stipulates that a particular level of knowledge of a foreign language or a language of national community is required for the job.

The candidate is informed of the date, place, time and the amount of fee for the exam, not later than ten days before the exam, in person or through their employer.

The candidate or the employer pay for the examination costs, not later than three days prior to the date of the examination. The candidate submits the proof of payment to the Secretary of the Committee.

The Provincial Secretary formed the examining committees which test the knowledge of candidates in a written and oral part. The written part lasts 90 minutes and candidates are allowed to use a dictionary.

A candidate who fails the examination is entitled to take a resit examination within 30 days, wherein the previously passed written part of the examination is acknowledged. If the candidate fails the resit examination, the request for supplementary examination cannot be submitted before the expiry of three months.

You may find more detailed information on the Provincial Secretariat website

**Contact person:  
Jovana Mitrović**(Office no. 68/ 1st floor; tel: 021/487 4552; e-mail:  [jovana.mitrovic@vojvodina.gov.rs](mailto:%20jovana.mitrovic@vojvodina.gov.rs)

1. **Teaching licence examinations for Pre-school, Primary and Secondary Teachers and Expert Associates**

The Provincial Secretariat organises examination for the teaching licence for pre-school, primary and secondary teachers and expert associates. The licence examination is organised in accordance with the Rulebook on Work Licence for Pre-School, Primary and Secondary School Teachers and Expert Associates.

The request to take the teaching licence examination for pre-school, primary and secondary teachers and expert associates is to be submitted by educational institutions based in the territory of AP Vojvodina, by post or directly to the Records and Filing Office.

The request must contain the following documents:

1. certified copy of the diploma on completed education;
2. copy of the employment contract or professional development contract;
3. report of the institution’s committee on the completed induction programme of an employee;
4. proof of payment of expenses for taking the license exam (must contain the name and surname of the candidate for whom the payment is intended);
5. certified copy by a higher education institution that the candidate has met the requirements specified in Article 142, paragraph 1 of the Law on Fundamentals of Education System.

A notification with details on the license examination/preliminary examination in psychology and pedagogy (time, place, class, educational group, subject, or area) is submitted to the institution, not later than 15 days before the date set for the examination.

A notification on the topic of the class – teaching unit, activities i.e. the essay for the candidate, are submitted to the candidate through the employing institution, usually three days prior to the date scheduled for the examination.

The licence examination contains a written and oral part. It starts by holding a class, carrying out the activities and/or presenting the essay.

The written part comprises: a lesson plan for teachers, a plan of teacher’s activities, i.e. an essay plan for expert associates.

The candidate having a written lesson plan or plan of activities, or a written essay, commences the examination. The teacher’s plan may be up to two pages of a written text, or up to the six essay pages for the associate.

The oral part of the exam includes the testing of:

• the intern’s competence for independent carrying out of the educational activity;

• the intern’s competence to solve specific situations in pedagogical practice;

• knowledge of regulations in the field of education.

The cost for taking the license examination for the first time is borne by the institution where the candidate is employed and the cost of supplementary examination, overall or one part, is borne by the candidate.

The intern whose employment at the institution is terminated in the period of taking the licence examination is entitled to continue the commenced examination, pursuant to the law, bearing in mind that the costs for taking the examination upon submission of a new request are borne by the candidate himself/herself.

You may find more detailed information on the Provincial Secretariat website

**Contact person:**

**Brankica Kovačević**

(Office no.19/ 3rd floor, Tel: 021/487 4566); e-mail: [brankica.kovacevic@vojvodina.gov.rs](mailto:brankica.kovacevic@vojvodina.gov.rs)

1. **Exams for the secretaries of educational institutions**

The Provincial Secretariat organises the qualifying examination for the secretaries of educational institution based in the territory of AP Vojvodina. The qualifying exam is taken pursuant to the Rulebook on the Qualifying Exam for Secretaries of Educational Institutions.

A secretary / intern – who, based on the report of a mentor, has completed the Induction Programme for Secretaries, acquires the right to take the qualifying exam.

The secretary /intern submits a request to take a qualifying exam to the institution, after having completed the internship and the Induction Programme for Secretaries.

The institution sends the application to the Provincial Secretariat within 15 days of its submission, along with the following:

1. certified copy of a diploma;
2. certificate of the manager that a candidate has successfully completed the Induction Programme for Secretaries;
3. certificate of the employment status;
4. copy of ID card of a candidate;
5. copy of the employment records of a candidate;
6. evidence of payment of the exam costs.

The cost for taking the first qualifying examination for secretaries, as well as the cost of the resit examination are borne by the institution where the candidate is employed, while the cost of the supplementary examination is borne by the candidate.

The qualifying exams are organised throughout the year, before the Committee formed by the Provincial Secretary for Education, Regulations, Administration and National Minorities – National Communities.  
  
The qualifying exam consists of a written and oral part.

The written part includes topics from the scope of work of a secretary of an institution.

The written part of the exam lasts two hours and the candidate may use regulations.

The oral part of the exam consists of six areas: constitutional order, public administration system, administrative procedure and administrative dispute; regulations from the field of education, labour legislation and office management.

A notification of the scheduled qualifying examination is delivered to the candidate via the institution which submitted the application, not later than 30 days prior to the examination date.

Candidates who have passed the qualifying exam are issued the certificate of the passed qualifying exam.

You may find more detailed information on the Provincial Secretariat website

**Contact person:**

**Marija Surdućan**

(Office no.19/3rd floor, Tel: 021/487 4566, e-mail: [marija.surducan@vojvodina.gov.rs](mailto:marija.surducan@vojvodina.gov.rs))

**7. Licence examinations for directors of educational institutions**

The Provincial Secretariat organises the licence examinations for directors of educational institutions. The licence examination for directors of educational institutions is taken pursuant to the Rulebook on the Training Programme and Examination Taking for the Licence for Directors of Educational Institutions.

The candidate submits a request to the Provincial Secretariat, for taking the licence examination for directors of educational institutions.

The request is accompanied by the following documentation:

1. certificate of the employment status
2. copy of the certificate of the completed training programme for directors;
3. report on conducted study, containing key study results and recommendations for the improvement of educational practice in printed form and on a CD;
4. evidence of payment of the exam costs.

The cost for taking the licence examination is borne by the institution where the candidate carries out the duty of a director, while the candidate who does not carry out the duty of a director covers the cost for taking the licence examination himself/herself. The overall costs of resit and supplementary examination are borne by the candidate.

The licence examination consists of the following parts:

1. presentation of the study on education practice, key study results and recommendations for improvement of education practice;
2. assessment of the level of acquired competence standards for directors;
3. presentation of the candidate's portfolio content, containing evidence of previous achievements and professional experience.

The Committee assesses the quality of the study report; conduct assessment of the level of acquired competence standards for directors and method for implementation of the study results and proposed recommendations for improvement of education practice and assessment of the quality of the director portfolio.

The candidate for taking the licence examination for directors brings a hard copy of the portfolio, while he/she gives an oral elaboration of the study report, present the study results and the portfolio content.

A notification of the scheduled examination for eligible candidates for taking the licence examination for directors, is delivered to a candidate not later than 15 days prior to the scheduled examination date.

You may find more detailed information on the Provincial Secretariat website

**Contact person:**

**Erih Sedlar**

(Office no. 67/1st floor, Tel: 021/487 49 05, e-mail: [erih.sedlar@vojvodina.gov.rs](mailto:erih.sedlar@vojvodina.gov.rs))

***9.4. DIVISION FOR NATIONAL MINORITIES – NATIONAL COMMUNITIES AND TRANSLATION/INTERPRETATION SERVICES***

***9.4.1. DEPARTMENT FOR THE EXERCISE OF RIGHTS OF NATIONAL MINORITIES-NATIONAL COMMUNITIES AND TRANSLATION INTERPRETATION SERVICES***

1. **Financial resources for improving the status of national minorities - national communities**

This kind of financial support is provided, according to available funds in the AP Vojvodina Budget and in line with the Provincial Assembly Decision on Allocation of Budget Funds to Organisations of National Minorities-National Communities (“Official Journal of the APV”, number 8/2019).  
  
The right to allocation of budget resources of the Provincial Secretariat for the purpose of improving the status of national minorities- national communities belongs to:

- associations, funds and foundations of persons belonging to national minorities- national communities which have their registered seats in the territory of the AP Vojvodina;   
  
- associations, funds and foundations whose projects and programmes are aimed at protecting and fostering of interethnic tolerance and which have their registered seats in the territory of the AP Vojvodina;

- associations, funds and foundations of the Roma national community, which have their registered seats in the territory of the AP Vojvodina.

The Secretariat invites at least three calls for proposals for the allocation of these earmarked funds per year. In this manner, it co-finances the costs of projects and programmes of associations for the improvement of the rights of national minorities- national communities, holding of events, while it also co-finances multicultural programmes and projects, for the purpose of developing the spirit of tolerance, along with the programmes and projects aimed at creating conditions for development of culture, science and arts; fostering and supporting national creativity; presenting cultural goods of exceptional importance; protection and fostering of languages, national customs and old crafts, protection and preservation of folklore heritage; fostering and developing of amateurism, as well as exercise of other rights of national minority communities.

A special call for proposals is announced for the application of affirmative measures to improve the status of persons belonging to the Roma national minority.

The text of the call for proposals is published in all newspapers in national minority languages in the AP Vojvodina and on this web site and it is also published in the print media with the highest circulation in the Serbian language.

The Provincial Secretary decides on final allocation of available resources, after obtaining the opinions of national councils and/or special competition commission, in cases of applications regarding which national councils have not expressed their opinions, within the determined deadline, applications of organisations of persons belonging to national minorities

- national communities which have not established their national council, as well as applications of other organisations, which are entitled to allocation of those resources, in line with the decision.

You may find more detailed information on the Provincial Secretariat website

**Contact persons:**

**Viktor Pál**

Independent Counsellor for the Exercise of Rights of National Minorities-National Communities – Head of Department (Office no: 61/1st floor; Tel: 021/487 4512)

**Аdrian Borka**

Independent Counsellor for Inspection of the Official Use of Languages and Scripts (Office no: 65/1st floor; Tel: 021/487 4608)

1. **Financial support for national councils of national minorities**

Since 2004, the Budget of the APV has also provided special funds as a financial support to activities of national minority councils, as a form of exercising the minority self-government in field of culture, education, information and official use of national minority languages.

Apart from the funds for the fixed costs of national minority councils, these funds are also provided for regular activities of national councils.

The costs for regular activities of national councils include as follows:

-financing or co-financing the programmes and projects in the field of education, culture, information and official use of national minority languages and scripts;

- financing the work of institutions, foundations and companies founded or co-founded by a national council or whose founding rights have been, partially or entirely, transferred to a national council.

The method for funds allocation is regulated by the Provincial Assembly Decision on Method and Criteria for Distribution of the Budget Resources for Purposes of National Councils of National Minorities (“Official Journal of the APV”, number 8/2019). The entitlement to funds allocation is given to registered national councils based in the territory of the Autonomous Province of Vojvodina, provided that the number of persons belonging to the national community they represent in the territory of AP Vojvodina constitutes more than a half of the total number of persons belonging to that national community in the Republic of Serbia, or that their number exceeds 10.000, according to the official data on the last census. National councils which are based in the territory of the AP Vojvodina, but do not meet the above conditions for the allocation of funds, have the right to allocation of funds, in the amount of not more than 1% of the allocated budget funds for the calendar year.

You may find more detailed information on the Provincial Secretariat website

**Contact persons:**

**Viktor Pál**

Independent Counsellor for the Exercise of Rights of National Minorities-National Communities – Head of Department (Office no: 61/1st floor; Tel: 021/487 4512)

**Аdrian Borka**

Independent Counsellor for Inspection of the Official Use of Languages and Scripts (Office no: 65/1st floor; Tel: 021/487 4608)

1. **Official use of languages and scripts**

The Provincial Secretariat carries out inspection control in the field of official use of languages and scripts – as a conferred task. It is carried out as regular, extraordinary and controlling oversight of entities-holders of public powers and other entities, within the meaning of provisions of the Law on the Official Use of Languages and Scripts.

If certain irregularity is detected during the control/oversight, elimination of the said irregularity is ordered by means of records and decision. A control oversight is performed in order to establish actions that are to be taken in accordance with the records and the decision or in case of non-acting, a request to institute a misdemeanour proceeding is filed. Everything that is determined to be a state of affairs, by means of direct inspection, is entered in the records on the conducted inspection control, which is then handed over to the person who is present or in charge.

Upon the receipt of petition of a citizen or other entities, pertaining to official use of languages and scripts, for each individual case, a decision is made on whether to conduct the inspection control or to request a written statement from the authority to whose work the said petition pertains.

In case the control is conducted, a record is made on the conducted extraordinary control, which contains the found state of affairs. Should certain irregularities have been detected, they are to be entered in the records, or a decision is rendered, ordering elimination of the irregularities and the appropriate deadline is given for that purpose, with a warning notice containing the description of measures which will be taken in case of failure to eliminate the irregularities within the specified deadline. The entity which was subject the control, is entitled to make written comments on the inspection control’s records within five days from the records receipt.

An appeal may be filed against this decision to the competent minister, while an administrative dispute may be initiated against the decision of the minister.

Upon the expiry of the deadline for voluntary discharge of obligation, a control oversight is conducted. It is conducted for the purpose of establishing actions taken in accordance with the records or the decision, or filing of the request to institute a misdemeanour proceeding, in case of non-acting. Everything found to be the state of affairs in the direct inspection, is entered in the records on the conducted inspection, which is then handed over to the person who is present or in charge.

The Provincial Secretariat may also carry out official advisory visits. The provisions of the Law relating to the inspection control procedure do not apply to official advisory visits.

Once a year, the Provincial Secretariat organises a call for proposals for financing or co-financing of:

* training of employees of authorities and organisations, in which they use a minority language designated as the language in official use, particularly in positions which include contacts with clients (by taking part in courses, seminars and by other means organised for this purpose) and development of the e-Government system for working in the multilingual environment;
* costs of design and putting up of boards with names of authorities and organisations, names of settlements and directions, names of streets and squares also written in national minority languages, in the official use in the city, municipality or settlement, as well as publishing of bilingual or multilingual forms or official journals or other publications.

The right to participation in this call for proposals is given to:

* bodies of local self-government units from the territory of the Autonomous Province of Vojvodina, in which the official use of languages and scripts of national minorities-national communities has been established in the whole territory of local self-government unit or in settlements in their territory, pursuant to the statute of the city or municipality;
* local communities in the territories of cities and municipalities referred to in the abovementioned line;
* other authorities, organisations, services and institutions, budget funds beneficiaries which are based in the territory of local self-government or which operate in the territory of the local self-government, referred to in line 1.

The Secretary decides on allocation of funds in the call for proposals, by means of a decision. Application forms for the call for proposals are reviewed and registered; then it is determined whether there are any incomplete or untimely applications, or applications submitted by entities which, within the meaning of the Provincial Assembly Decision on Allocation of Funds, are not entitled to participate in the call for proposals, and finally, the allocation of funds is completed, on the basis of the proposal of the commission established by the Secretary and pursuant to the Secretary’s decision.

Upon publishing the decision on allocation of funds, on the website of the Provincial Secretariat, decisions are delivered to all applicants to whom funds have been allocated. Then, contracts on allocation of funds are signed with all eligible entities and - according to the decision - funds are allocated.

You may find more detailed information on the Provincial Secretariat website

**Contact person:**

**Adrian Borka**

Independent Counsellor for Inspection oversight of the Official Use of Languages and Scripts

Office no. 65/I floor; Tel: 021/487 4608

1. **Conducting inspection control on the display and use of provincial symbols**

The Provincial Secretariat conducts inspection control on the display and use of provincial symbols, as its original competence.

Article 4 Paragraph 6 of the Law on the Establishing of Competences of the Autonomous Province of Vojvodina ("Off. Gazette of RS" no. 99/09, 67/12 - Decision of the CC) stipulates that the AP Vojvodina determines the symbols of the AP Vojvodina and the method of their use in accordance with the Constitution and Statute. The Provincial Assembly Decision on the Layout and Use of Symbols and Traditional Symbols of the Autonomous Province of Vojvodina (“Official Journal of the APV” no. 51/2016) stipulates a detailed layout and use of symbols and traditional symbols of the Autonomous Province of Vojvodina. The Instruction on Detailed Regulation of the Use of AP Vojvodina Symbols (“Official Journal of APV” no. 55/16) regulates more closely the use of symbols and traditional symbols and the Article 21 of this Instruction regulates that the inspection on the implementation of this decision is conducted by the provincial administrative authority competent for administration affairs.

Inspection control is conducted in accordance with the authorisation established by the Law on Inspection Control, Law on State Administration, Law on General Administrative Procedure and the Regulation on Office Management. Control is conducted of the enforcement of provisions of thе Provincial Assembly Decision on the Layout and Use of Symbols and Traditional Symbols of the Autonomous Province of Vojvodina.

Control is conducted of the authorities of AP Vojvodina, units of local self-government in the territory of AP Vojvodina, as well as the institutions founded by the AP Vojvodina, whether they display and use the symbol and traditional symbol in conformity with the above-mentioned decision.

The inspection control, according to type, can be regular, extraordinary, controlling and additional.

The Provincial Secretariat may also carry out official advisory visits. The provisions of this Law relating to the inspection control procedure do not apply to official advisory visits.

The inspection body makes an official note on the official advisory visit stating important facts and circumstances of the visit.

If the inspection body, during the official advisory visit, detects an omission, fault or irregularity in the performance of an entity which is visited, it drafts and submits, within eight days after the visit, a letter containing the recommendations to the entity on how to correct this omission, fault or irregularity and provide legal performance as well as the deadline to do so. The letter with recommendations has the legal nature of an act on the regulation application.

The entity informs the inspection body whether and how it acted upon the recommendations within the deadline stated in the letter. The entity’s failure to comply with these recommendations, as well as failure to notify the inspection body on the compliance with these recommendations, may, in accordance with the risk assessment, constitute grounds to initiate the inspection control.

The inspector makes records on the performed inspection.

The records include: data from the order for inspection control, if issued; time and place of the inspection control; indicating in particular the grounds and the explanation of reasons which caused the inspection to be carried out outside the supervised entity’s working hours; description of actions taken; statements given; description of other evidence produced; established facts; conclusion of the legitimate action and conduct of the supervised entity; description of detected unlawfulness, indicating the evidence on the basis of which a certain fact has been established and the legal basis for establishing the unlawfulness; the measures that are imposed by specifying the legal basis on which they are based and the deadline for acting upon them; adequate explanations; obligation of the supervised entity to notify the inspector of the action upon the measures and the deadline for this notification; data on the filed criminal charges, charges for economic offense and requests to institute misdemeanour proceedings, if they are filed or the issued misdemeanour orders, if issued; information on other measures and actions to which the inspector is authorized, if taken; deadline for submitting objections to the records; stating that the records are read - with or without the objections - to the person who is present in the inspection control; other information and statements relevant for inspection. The authorised person of the controlled entity may refuse to sign or receive the records, which the inspector states in writing, indicating in the records the reasons why the signing or receipt of the records was rejected. The records are submitted to the controlled entity within eight working days of the end of the inspection control. The inspector assesses the objections, altogether or separately, and their correlation. The inspector may afterwards conduct additional inspection control to determine the facts to which the objections relate. If new facts and new evidence are made in the objections to the records, due to which the facts determined in the records, or different legal and other assessments, are to be changed, the inspector prepares a supplement to the records, which cannot be objected to. Acting on the objections to the records, the inspector may modify the proposed, imposed or served measure or withdraw from it.

By the records or decision, the inspector decides on the measures directed towards the controlled entity.

If the inspector finds no irregularities, faults or omissions, he/she does not issue a decision or conclusion and thus the inspection procedure is concluded by submitting the records to the controlled entity, stating that irregularities, faults or omissions have not been established in their actions.

If the inspection body derogates from the decisions passed previously in the same or similar matters, it is obliged to specifically explain the reasons for the derogation in that decision.

An appeal may be filed against the inspector’s decision within 15 days from the date of delivery of the written decision to the Provincial Government, as the second instance authority.

If the inspector detects an unlawful action at the controlled entity, which is punishable by law or other regulation, he/she submits to the competent judicial authority a criminal complaint, charges for the commercial offence or request to institute misdemeanour proceedings, or a misdemeanour order.

**Contact:**

**Nikola Ćirović**

Counsellor for inspection control of the display and use of provincial symbols

Office no. 69/1st floor; Tel: 021/487 4446

**5. Services of translation and interpretation into national minorities-national communities’ languages in the AP Vojvodina**

Translators/interpreters of the Department for Translation and Interpretation Services carry out the tasks of written translation and oral interpretation for purposes of the provincial authorities, from the Serbian language into the languages of national minorities – national communities which are in the official use in the work of the authorities of the Autonomous Province of Vojvodina, namely the Hungarian, Slovak, Romanian, Rusyn languages, as well as the translation from the above-mentioned languages into the Serbian language.

Regulations and other documents are translated, as well as the acts published in the “Official Journal of the Autonomous Province of Vojvodina”, publications required by the Provincial Government and the Assembly of the Autonomous Province of Vojvodina and provincial authorities, along with other materials.

Translation into Hungarian and Slovak is also provided for materials of the AP Vojvodina Assembly sessions, simultaneous interpretation of these sessions, conferences and seminars with foreign participants, as well as consecutive interpretation during interregional meetings.

The Department for Translation and Interpretation Services comprises smaller organisational units –Unit for the Hungarian Language, Unit for the Rusyn Language, Unit for the Slovak Language and Unit for the Romanian Language.

After the Head of the Department receives the request for translation of documents and after he/she sends it to the senior administrative officer for expert and operational affairs, the Head of the Language Group receives the material from the senior administrative officer, who previously officially registered the material in the programme for registration of materials of the Department for Translation and Interpretation Services. The Head of the Language Group uses the same programme to assign the material to a translator, which contains the date of receipt, title of the material, ordering party and number of pages and sends the text to be translated or translates it himself/herself.

**Contact person:**

**Viktor Pál**

Independent Counsellor for the Exercise of Rights of National Minorities-National Communities – Head of Department

Office no. 61/1st floor; Tel: 021/487 4512

**I. PROJECTS, WORKING GROUPS AND COMMISSIONS**

**1. Project “Promotion of Multiculturalism and Tolerance in Vojvodina”**

The project goal is to foster the cultural diversity and develop the spirit of interethnic tolerance among the citizens of the AP Vojvodina and it has been successfully implemented since 2005. The project has been designed as a complex, multi-thematic and multicultural programme, focusing on the idea of strengthening the interethnic trust among the youth in the AP Vojvodina. It encompasses a range of sub-projects and by means of activities carried out in the territory of the entire AP Vojvodina, it engages several thousand of Vojvodina’s primary and secondary school pupils and students.

You may find more detailed information on the Secretariat’s website

**Contact person**:

**Bojan Gregurić**

Independent Counsellor for Exercise of Equality of National Minorities– National Communities

(Office no.67 / 1st floor; Tel: 021/487 4604)

**1.1 Call for proposals for co-financing of projects pertaining to preservation and fostering of interethnic tolerance in the AP Vojvodina**

Minimum once a year, within the project „Promotion of Multiculturalism and Tolerance in Vojvodina“, the Provincial Secretariat for Education, Regulations, Administration and National Minorities-National Communities announces a Call for Proposals for co-financing of projects pertaining to preservation and fostering of interethnic tolerance in Vojvodina.

Funds are allocated for financing programmes and projects aiming at preserving and fostering the interethnic tolerance, and particularly intended for the following purposes:

* Preservation and fostering of language, national customs and old crafts;
* Protection and presentation of folklore heritage;
* Creation of conditions for development of culture, science and art;
* Fostering and promoting folk creation;
* Representation of cultural property of extraordinary significance;
* Literature, drama, stage, music and visual art creation, memorials, festivals, jubilee events, art colonies, camps that foster tolerance and national minorities – national communities’ rights;
* Conference, tournaments, meetings etc., that foster tolerance and national minorities – national communities’ rights;
* Fostering and development of amateurism, visits of music troupes;
* Cooperation with home countries and other forms of cooperation.
* Projects pertaining to development, preservation and fostering of interethnic tolerance with youth;
* Improvement of production and production of TV and radio programmes, Internet presentations, other forms of electronic presentations, printed promotional activities, activities in the press and other forms of media-related activities;

***9.5*** ***DEPARTMENT FOR PROOFREADING, TRANSLATION AND INTERPRETATION SERVICES***

Employees of the Department for Proofreading and Translation and Interpretation Services carry out the tasks of written translation and oral interpretation required by the provincial authorities, from the Serbian language into the Croatian and English language, as well as the translation from the above-mentioned languages into the Serbian language. Apart from that, the materials written in the Serbian language are proof-read as well.

Regulations and other documents are translated, as well as the acts published in the “Official Journal of the Autonomous Province of Vojvodina”, publications required by the Provincial Government, AP Vojvodina Assembly and provincial authorities, along with other materials.

Translation into the Croatian language is provided for materials for the sessions of the AP Vojvodina Assembly, as well as simultaneous interpretation during sessions of the APV Assembly, at conferences and seminars with foreign participants, as well as consecutive interpretation during interregional meetings.

The Department comprises smaller organisational units, as follows: Proof-Reading Unit, Croatian Language Unit and Section for Foreign Languages.

After the Head of the Department receives the request for translation of documents and after he/she sends it to the senior administrative officer for expert and operational affairs, the Head of the Language Unit receives the material from the senior administrative officer, who previously officially registered the material in the programme for registration of materials used by the translation department employees. The Head of the Language Unit uses the same programme to assign the material to translator, which contains the date of receipt, title of the material, ordering party and number of pages, and sends the text to be translated or translates it himself/herself.

**Contact person:**

**Miloš Zubac PhD,**

Senior Counsellor **-** Head of the Department for Proofreading, Translation and Interpretation Services

Office no.26/2nd floor; Tel: 021/487 4746)

1. **PROCEDURE FOR THE PURPOSE OF SERVICE PROVISION**

Data on procedures for the purpose of service provision by the Provincial Secretariat for Education, Regulations, Administration and National Minorities-National Communities have been explained in the previous chapter.

1. **OVERVIEW OF DATA ON PROVIDED SERVICES**

**In 2015:**

In 2015, one extraordinary inspection was conducted of the official use of languages and scripts, upon the petition filed by the National Council of the Hungarian National Minority.

Until November 2015, in the field of education, municipal education inspectors were given the total of 495 cases, while other competent authorities were given 160 cases. The total of 264 notifications were sent to the Ministry of Education, 343 notifications were sent to clients and 186 to other authorities, while institutions received one warning notice and four recommendations. The total of 111 first instance decisions and eight conclusions were rendered.

The total of 36 instructions were sent to municipal education inspectors, 90 records on conducted inspection control in the first instance were made and decision were rendered for seven request for protection of students’ rights

The total of 645 requests for diploma validation were received, as well as 93 requests for verification of curricula of educational institutions.

**In 2016:**

In 2016, in the field of education, municipal education inspectors were given the total of 601 cases, while other competent authorities were given 166 cases. The total of 315 notifications were sent to the Ministry of Education, 385 notifications were sent to clients and 351 to other authorities, while institutions received four warning notices. The total of 134 first instance decisions, one second instance decision, as well as 12 conclusions were rendered.

The total of 28 instructions were sent to municipal education inspectors, 207 records on conducted inspection control in the first instance were made and decision were rendered for six request for protection of students’ rights.

The total of 776 requests for diploma validation were received, as well as 118 requests for verification of curricula of educational institutions.

**In 2017:**

In 2017, until 20 September 2017, in the field of education, municipal education inspectors were given the total of 432 cases, while other competent authorities were given 133 cases. The total of 286 notifications were sent to the Ministry of Education, 247 notifications were sent to clients and 187 to other authorities, while institutions received five warning notices. The total of 79 first instance decisions, one second instance decision, as well as five conclusions were rendered.

The total of 21 instructions were sent to municipal education inspectors, 53 records on conducted inspection control in the first instance were made and decision were rendered for 17 request for protection of students’ rights.

The total of 552 requests for diploma validation were received, as well as 84 requests for verification of curricula of educational institutions.

**In 2018 and the first half of 2019:**

In 2018, up to and including 30 June 2019, in the field of education, municipal education inspectors were given the total of 959 cases, while other competent authorities were given 196 cases. The total of 826 notifications were sent to the Ministry of Education, 725 notifications were sent to clients and 562 to other authorities, while institutions received five recommendations and one warning notice. Two second instance decisions were rendered, and 173 decisions on verifications of educational institutions.

The total of 259 cases of inspection control were carried out in the first instance and 269 records on the conducted inspection control were made (on site and in the office).

In 2018, 664 requests for recognition of foreign educational credentials were decided upon. From 1 January 2019 to 5 April 2019 (when the competences over the issue were transferred to the Qualification Agency in Belgrade), 90 requests for recognition of foreign educational credentials were submitted.

**Overview of data on inspection control in the field of official use of language and script**

In 2018, ten official advisory visits were paid and 13 field inspection controls (ten regular visits and three extraordinary) in the field of official use of languages and scripts.

In 2019, four official advisory visits were paid and 18 field inspection controls (15 regular, one controlling and two extraordinary) in the field of official use of language and script.

In 2020, there were no official advisory visits. Thirteen field inspection controls were conducted (ten regular and three extraordinary) in the field of official use of language and script. Three acts on application of regulations in the field of official use of language and script were issued.

Fifteen cases of office controlling inspections were conducted.

**OVERVIEW OF DATA ON PROVIDED SERVICES IN THE DEPARTMENT FOR EXAMS**

**1. Bar examination**

In 2020, bar examination was organised in ten exam periods -throughout the year (excluding July and August). In the January and February exam period, the oral part of the exam was open to the public, thereby all interested persons were allowed to attend the exam, to the extent that conditions allowed it in premises where exams take place. In the remaining eight exam periods, the exam was not open to the public – due to the epidemiological situation caused by COVID 19 pandemic, and pursuant to the measures and instructions concerning the prevention and elimination of diseases. During the written part of the exam, the general public was excluded, pursuant to the law.

The written part of bar examination was organised at the AP Vojvodina Assembly and in rooms of the Court of Appeal in Novi Sad. The oral part of the exam was also taken in the courtrooms and other rooms provided by the Court of Appeal in Novi Sad, Higher Court in Novi Sad and Commercial Court in Novi Sad.

Regarding each client’s request for taking the bar examination, the administrative procedure was conducted within the Provincial Secretariat. The Provincial Secretary decided, within the scope of their competences, on the right of clients to take bar examination. Prior to submission of the request, candidates had the opportunity to find out by phone or be directly informed about formal and legal requirements for taking the bar examination, as well as about the exam organisation. Also, candidates were informed by e-mail or through the Provincial Secretariat’s website which is regularly updated.

As regards the number of candidates and their achievements in the previous five years, the situation is as follows:

In 2016, the bar examination was taken before both examining boards, by the total of 709 candidates. Out of that number, 275 candidates took the supplementary exam (resit) for one of the subjects, while 434 candidates took the entire exam. Out of the total number of candidates who took the entire exam (434), 93 candidates passed the exam, 267 candidates were referred to the supplementary exam (resit) for one or more subjects, while 74 candidates failed the entire exam (their general score in the exam was: “failed”). Among the candidates who took the supplementary exam (resit) for one of the subjects (275), 247 passed the exam, while 28 candidates failed the bar examination.

In 2017, the bar examination was taken before both examining boards, by the total of 703 candidates. Out of that number, 287 candidates took the supplementary exam (resit) for one of the subjects, while 416 candidates took the entire exam. Out of the total number of candidates who took the entire exam (703), 320 candidates passed the exam, 302 candidates were referred to the supplementary exam (resit) for one or more subjects, while 81 candidates failed the entire exam (their general score in the exam was: “failed”). Among the candidates who took the supplementary exam (287), 239 passed the exam, while 48 candidates failed bar examination.

In 2018, the bar examination was taken by the total of 520 candidates. Out of that number, 222 candidates took the supplementary exam (resit) for one of the subjects, while 298 candidates took the entire exam. Out of the total number of candidates who took the entire exam (520), 208 candidates passed the exam, 208 candidates were referred to the supplementary exam (resit) for one or more subjects, while 104 candidates failed the entire exam (their general score in the exam was: “failed”).

In 2019, the bar examination was taken by the total of 437 candidates. Out of that number, 192 candidates took the supplementary exam (resit) for one of the subjects, while 245 candidates took the entire exam. Out of the total number of candidates who took the entire exam (437), 198 candidates passed the exam, 168 candidates were referred to the supplementary exam (resit) for one or more subjects, while 71 candidates failed the entire exam (their general score in the exam was: “failed”).

In 2020, the bar examination was taken by the total of 346 candidates. Out of that number, 124 candidates took the supplementary exam (resit) for one of the subjects, while 222 candidates took the entire exam. Out of the total number of candidates who took the entire exam (346), 146 candidates passed the exam, 145 candidates were referred to the supplementary exam (resit) for one or more subjects, while 55 candidates failed the entire exam (their general score in the exam was: “failed”).

In 2021, the bar examination was taken for the first time by 252 candidates, while 194 candidates took the supplementary exam (resit) for one of the subjects, which makes the total of 446 candidates. Out of the total number of candidates who took the entire exam (252), 36 candidates passed the exam, 170 candidates were referred to the supplementary exam (resit) for one or more subjects, while 46 candidates failed the entire exam (their general score in the exam was: “failed”). Out of the total number of candidates who took the supplementary exam for some of the subjects (194), 162 passed the exam, while 32 of them did not pass the bar exam.

1. **Court interpreters**

In 2016, an advertisement was issued for appointing court interpreters of higher courts in the territory of AP Vojvodina, for which 85 applications were submitted.

During 2017, the applied candidates took the exam, 54 candidates passed it and 36 interpreters for 17 languages were appointed.

In 2017, an advertisement was issued for appointing court interpreters of higher courts in the territory of AP Vojvodina, for which 132 applications were submitted of which two candidates did not fulfil one of the requirements stipulated in the ad.

In 2018, out of 130 candidates, nine candidates submitted a certificate of the passed examination, and 20 candidates did not appear at the examination. A total of 54 candidates passed the examination, out of whom 26 candidates were appointed court interpreters. Oaths are held in front of the higher courts in the territory of AP Vojvodina, after which the court interpreters may begin their activities.

In 2019, following the completed advertisements for appointing court interpreters of higher courts in the territory of AP Vojvodina issued in November, January and April 2019, the Provincial Secretary appointed 23 court interpreters for 13 languages.

In 2020 (until 25 November), based on the advertisement for appointing permanent court translators/interpreters and permanent sign language court interpreters for blind, deaf or mute, issued in November 2019, and implemented in 2020, the Provincial Secretary appointed 27 permanent court interpreters for 8 languages.

In 2021, based on the advertisement for appointing permanent court translators/interpreters and permanent sign language court interpreters for blind, deaf or mute, issued in November 2020, 62 applications were submitted.

**3. State qualifying examination**

In 2016, the state qualifying examination was taken by the total of 478 candidates-68 candidates with secondary education and 410 candidates with higher education, on the premises of the Provincial Government. For candidates with secondary education, the exams were taken in five exam periods. Out of the total of 68 candidates who took the exam, four candidates were referred to resit exams. The candidates who passed the exam were issued 68 certificates in total. For candidates with higher education, the exams were taken in 14 exam periods. Out of the total of 410 candidates who took the exam, 73 candidates were referred to resit exams. For employees with higher education, 408 certificates on the state qualifying examination were issued, out of which two were bilingual certificates of passing the passed state qualifying examination (in Serbian and Hungarian languages).

In 2017, the state qualifying examination was taken by the total of 883 candidates-153 candidates with secondary education and 730 candidates with higher education, on the premises of the Provincial Government. For 153 candidates with secondary education, the exams were taken in six exam periods and 152 certificates were issued, out of which one was bilingual certificate (in Serbian and Hungarian languages). For candidates with higher education, the exams were taken in 22 exam periods. Out of the total of 730 candidates who took the exam, 21 candidates were referred to resit exams. The total of 728 certificates were issued, out of which two were bilingual certificates of passing the state qualifying examination (in the Serbian and Hungarian languages).

In 2018, the state qualifying examination was taken by the total number of 421 candidates - 331 with higher education, 90 candidates with secondary education, on the premises of the Provincial Government. Out of the total of 331 candidates with higher education 12 candidates were referred to resit exams, one candidate failed the exam and three candidates withdrew from the exam. Out of 90 candidates who took the exam during the reporting period, 89 candidates passed the state qualifying examination the first time, and one candidate was referred to the resit, and passed it. The total of 417 certificates of passing the state qualifying examination were issued, out of which five bilingual certificates, four in the Serbian and Hungarian languages and one in the Serbian and Slovak languages.

In 2019, the examination was taken by the total of 373 candidates - 75 with secondary education, and 298 with higher education. The total of 370 certificates of passing the state qualifying examination were issued, out of which nine were bilingual certificates, six in the Serbian and Hungarian languages, two in the Serbian and Slovak languages and one in the Serbian and Croatian languages.

In 2020, the examination was taken by the total of 496 candidates - 150 with secondary education, and 346 with higher education. The total of 491 certificates were issued, out of which five were bilingual certificates in the Serbian and Hungarian languages.

In 2021, the examination was taken by the total of 393 candidates - 93 with secondary education, and 300 with higher education. The total of 390 certificates were issued, pursuant to Article 29 of the Law on General Administrative Procedure (“Official Gazette of the RS” no. 18/2016, authentic interpretation – 95/2018) and the Provincial Secretariat for Education, Regulations, Administration and National Minorities – National Communities’ official records of passing the state qualifying examinations.

**4. Language examination**

In 2016, language examinations were taken by the total of 10 candidates for three languages- English, Hungarian and German.

In 2017, language examination was organised in two exam periods and it was taken by six candidates for two languages- Hungarian and Rusyn.

In 2018, there were three requests for language examinations, as follows: one for the Hungarian language and two for the Croatian language. The examination was taken and passed by two candidates, while one candidate withdrew.

In 2019, in two examination periods, based on the submitted requests, total of three candidates passed the exam, two for the Hungarian language and one for the Croatian language.

During 2020 and 2021, language examinations were not organised.

**5. Teaching licence examination for pre-school, primary and secondary school teachers and expert associates**

In 2016, the teaching licence examination for pre-school, primary and secondary teachers and expert associates was organised in ten exam periods and taken by the total of 858 candidates.

In 2017, in the report period, the teaching licence examination for pre-school, primary and secondary teachers and expert associates was organised in 11 exam periods and taken by the total of 893 candidates**.**

In 2018, in ten examination periods, the total of 751 candidates took the exam.

In 2019, in eleven examination periods, 804 candidates took the exam.

The teaching licence examination for pre-school, primary and secondary teachers and expert associates was not organised in the period from March 2020 to September 2021, due to the COVID-19 pandemic, and following the recommendations of the Ministry of Education, Science and Technological Development. Thus, by the end of 2021, the number of candidates who took the exam was much lower – 494 in total.

**6. Qualifying examination for secretaries of educational institutions**

In 2016, the qualifying examination for secretaries of educational institutionswas organised in two exam reports and taken by nine candidates, who took the exam for the first time. In 2016, the total of 101 certificates were issued, out of which 92 certificates were issued for the candidates who were waiting since 2009 for their certificates to be issued on the prescribed form of the competent ministry.

In 2017, the qualifying examination for secretaries of educational institutionswas organised in two exam periods and taken by seven candidates, for whom certificates were issued.

In 2018, four candidates took exam in one exam period.

In 2018, four candidates took the exam in one exam period.

In 2019, in one exam period, the exam was taken and passed by total of six candidates, who were delivered the certificates of passing the examination.

In 2020, two candidates took the exam in one exam period, and four candidates dod so in 2021.

1. **Licence Examination for principals of educational institutions**

The organisation of the license examination for principals of educational institutions based in the territory of AP Vojvodina began in December 2018, when a total of 11 candidates took the exam in one exam period, four of whom were referred to resit the exam. Candidates who passed in the specified period were provided with certificates of passing the license exam (7).

In 2019, in six exam periods - a total of 31 candidates took the exam, 29 for the first time, as well as two candidates who resit the exam. All candidates passed the exam, and 31 certificates of passing the license exam were issued.

During 2020, 25 candidates passed the exam in five exam periods, of which one exam period was for the resit of two candidates, while the other 23 candidates passed the exam the first time.

In 2021, in eight exam periods, 77 candidates took the exam.

**12. DATA ON REVENUES AND EXPENDITURES**

**Data for 2017:**

**FINANCIAL PLAN OF THE PROVINCIAL SECRETARIAT FOR EDUCATION, REGULATIONS, ADMINISTRATION AND NATIONAL MINORITIES–NATIONAL COMMUNITIES FOR 2017**

**(January, 2017)**

|  |  |  |
| --- | --- | --- |
| **Sources of financing for Chapter 09 00:** | | |
| 01 00 | Revenues from the budget | 606.545.808,27 |
| 07 08  *733131* | Тransfers from other levels of government – earmarked and non-earmarked transfers from the republic budget to local self-government units  *Current transfers from the Republic to the benefit of the level of AP Vojvodina* | 585.623.000,00 |
| 07 13  *733131* | Тransfers from other levels of government – transfer funds from the republic budget for expenditures of the employees in the field of education  *Current transfers from the Republic to the benefit of the level of AP Vojvodina* | 22.484.215.000,00 |
| 13 00 | Unexpended revenue surplus from previous years | 420.000,00 RSD |
| **Total for Chapter 09 00:** | | **23.676.803.808,27 RSD** |

|  |  |  |
| --- | --- | --- |
| **Sources of financing for Chapter 09 01:** | | |
| 01 00 | Revenues from the budget | 23.199.680,00 |
| 04 00  *742372* | Own revenues of budget beneficiaries  *Revenues of indirect beneficiaries of the local self-government budget earned via additional activities* | 2.084.000,00 |
| 13 06  *321311* | Unexpended revenue surplus from previous years – additional funds  *Unexpended surplus of revenue and income from previous years* | 500.000,00 |
| **Total for Chapter 09 01:** | | **25.783.680,00 RSD** |
| **Total for Section 09:** | | **23.702.587.488,27 RSD** |

**FINANCIAL PLAN OF THE PROVINCIAL SECRETARIAT FOR EDUCATION, REGULATIONS, ADMINISTRATION AND NATIONAL MINORITIES–NATIONAL COMMUNITIES FOR 2016**

**(July, 2017)**

|  |  |  |
| --- | --- | --- |
| **Sources of financing for Chapter 09 00:** | | |
| 01 00 | Revenues from the budget | 842.921.039,13 |
| 07 08  *733131* | Тransfers from other levels of government – earmarked and non-earmarked transfers from the republic budget to local self-government units  *Current transfers from the Republic to the benefit of the level of AP Vojvodina* | 585.623.000,00 |
| 07 13  *733131* | Тransfers from other levels of government – transfer funds from the republic budget for expenditures of the employees in the field of education  *Current transfers from the Republic to the benefit of the level of AP Vojvodina* | 22.484.215.000,00 |
| 13 00 | Unexpended revenue surplus from previous years | 50.420.000,00 |
| **Total for Chapter 09 00:** | | **23.676.803.808,27 RSD** |

|  |  |  |
| --- | --- | --- |
| **Sources of financing for Chapter 09 01:** | | |
| 01 00 | Revenues from the budget | 23.199.680,00 |
| 04 00  *742372* | Own revenues of budget beneficiaries  *Revenues of indirect beneficiaries of the local self-government budget earned via additional activities* | 2.084.000,00 |
| 13 06  *321311* | Unexpended revenue surplus from previous years – additional funds  *Unexpended surplus of revenue and income from previous years* | 320.616,86 |
| **Total for Chapter 09 01:** | | **25.783.680,00 RSD** |
| **Total for Section 09:** | | **23.702.587.488,27 RSD** |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Programme** | **Programme activity** | **Project** | **Section** | **Chapter** | **Name** | **Annual plan** | **Execution** | **% of execution** |

EXECUTION OF FINANCIAL PLAN OF THE PROVINCIAL SECRETARIAT FOR EDUCATION, REGULATIONS, ADMINISTRATION AND NATIONAL MINORITIES–NATIONAL COMMUNITIES FOR THE PERIOD

FROM 1 JANUARY 2017 TO 31 DECEMBER 2017

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **606** |  |  | **09** | **00** | **SUPPORT TO WORK OF PUBLIC ADMINISTRATION AUTHORITIES** | **15.200.000,00** | **13.618.220,00** | **89,59%** |
|  | 6061003 |  | 09 | 00 | PUBLICATION OF THE OFFICIAL JOURNAL OF AP VOJVODINA | 15.200.000,00 | 13.618.220,00 | 89,59% |
| **607** |  |  | **09** | **00** | **SYSTEM OF PUBLIC ADMINISTRATION** | **97.248.228,30** | **90.496.951,94** | **93,06%** |
|  | 6071001 |  | 09 | 00 | ОRGANISATION AND CARRYING OUT OF STATE QUALIFYING EXAMS | 7.430.000,00 | 6.924.082,32 | 93,19% |
|  | 6071004 |  | 09 | 00 | ADMINISTRATION AND GOVERNANCE | 89.818.228,30 | 83.572.869,62 | 93,05% |
| **609** |  |  | **09** | **00** | **E-GOVERNMENT** | **1.583.418,24** | **1.583.418,24** | **100,00%** |
|  |  | 6094003 | 09 | 00 | IMPLEMENTATION OF THE COMPUTER-ASSISTED TRANSLATION SOFTWARE (CAT TOOLS) | 1.583.418,24 | 1.583.418,24 | 100,00% |
| **1001** |  |  | **09** | **00** | **ENHANCEMENT AND PROTECTION OF HUMAN AND MINORITY RIGHTS AND FREEDOMS** | **133.521.700,00** | **132.291.704,93** | **99,08%** |
|  | 10011003 |  | 09 | 00 | SUPPORT TO ORGANISATIONS OF ETHNIC COMMUNITIES IN AP VOJVODINA | 31.000.000,00 | 30.915.000,00 | 99,73% |
|  | 10011004 |  | 09 | 00 | SUPPORT TO WORK OF NATIONAL COUNCILS OF NATIONAL MINORITIES | 60.100.000,00 | 60.040.500,00 | 99,90% |
|  | 10011005 |  | 09 | 00 | DEVELOPMENT OF MULTILINGUALISM IN THE TERRITORY OF AP VOJVODINA | 10.110.000,00 | 9.985.497,01 | 98,77% |
|  | 10011006 |  | 09 | 00 | PROMOTION OF MULTICULTURALISM AND TOLERANCE IN VOJVODINA | 30.311.700,00 | 29.350.707,92 | 96,83% |
|  |  | 10014007 | 09 | 00 | DECADE OF ROMA INCLUSION | 2.000.000,00 | 2.000.000,00 | 100,00% |
| **1602** |  |  | **09** | **00** | **REGULATION AND GOVERNANCE IN THE JUSTICE SYSTEM** | **12.730.000,00** | **12.189.160,98** | **95,75%** |
|  | 16021001 |  | 09 | 00 | ОRGANISATION AND CARRYING OUT OF BAR EXAMINATIONS AND EXAMINATIONS FOR COURT INTERPRETERS | 12.730.000,00 | 12.189.160,98 | 95,75% |
| **2001** |  |  | **09** | **00** | **REGULATION AND SUPERVISION OF THE SYSTEM OF EDUCATION** | **81.267.381,53** | **71.673.130,27** | **88,19%** |
|  | 20011001 |  | 09 | 00 | ADMINISTRATION, GOVERNANCE AND SUPERVISION | 68.920.051,34 | 63.648.469,55 | 92,35% |
|  | 20011002 |  | 09 | 00 | ORGANISATION AND CARRYING OUT OF LICENCE EXAMS FOR SECRETARIES OF INSTITUTIONS AND PRINCIPALS | 10.137.330,19 | 5.828.955,97 | 57,50% |
|  | 20011003 |  | 09 | 00 | PRESENTATION OF “ĐORĐE NATOŠEVIĆ” AWARDS | 2.210.000,00 | 2.195.704,75 | 99,35% |
| **2002** |  |  | **09** | **00** | **PRE-SCHOOL EDUCATION** | **642.443.792,37** | **569.099.053,39** | **88,58%** |
|  | 20021001 |  | 09 | 00 | SUPPORT TO IMPLEMENTATION OF FOUR-CLASS PREPARATORY PRE-SCHOOL PROGRAMME | 585.623.000,00 | 515.310.361,00 | 87,99% |
|  | 20021002 |  | 09 | 00 | MODERNISATION OF PRE-SCHOOL INSTITUTIONS INFRASTRUCTURE | 56.820.792,37 | 53.788.692,39 | 94,66% |
| **2003** |  |  | **09** | **00** | **PRIMARY EDUCATION** | **16.320.811.603,61** | **16.302.102.260,69** | **99,89%** |
|  | 20031001 |  | 09 | 00 | IMPLEMENTATION OF PRIMARY EDUCATION | 16.078.075.000,00 | 16.061.786.157,41 | 99,90% |
|  | 20031002 |  | 09 | 00 | BILINGUAL TEACHING IN PRIMARY SCHOOLS | 2.300.000,00 | 2.298.024,94 | 99,91% |
|  | 20031004 |  | 09 | 00 | ENHANCING THE QUALITY OF PRIMARY EDUCATION | 10.609.579,01 | 10.593.436,12 | 99,85% |
|  | 20031005 |  | 09 | 00 | ADULT EDUCATION | 1.000.000,00 | 993.681,00 | 99,37% |
|  | 20031006 |  | 09 | 00 | МОDERNISATION OF PRIMARY SCHOOL INFRASTRUCTURE | 228.027.024,60 | 225.711.993,29 | 98,98% |
|  |  | 20034007 | 09 | 00 | ENHANCING THE FRENCH LANGUAGE TEACHING IN PRIMARY SCHOOLS IN THE TERRITORY OF AP VOJVODINA FOR THE PURPOSE OF INTRUDUCING THE BILINGUAL TEACHING | 800.000,00 | 718.967,93 | 89,87% |
| **2004** |  |  | **09** | **00** | **SECONDARY EDUCATION** | **6.585.604.098,94** | **6.529.372.706,78** | **99,15%** |
|  | 20041001 |  | 09 | 00 | IMPLEMENTATION OF SECONDARY EDUCATION | 6.482.461.000,00 | 6.426.920.705,54 | 99,14% |
|  | 20041002 |  | 09 | 00 | ENHANCING THE QUALITY OF SECONDARY EDUCATION | 14.588.098,94 | 14.136.785,85 | 96,91% |
|  | 20041004 |  | 09 | 00 | BILINGUAL TEACHING IN SECONDARY SCHOOLS | 2.500.000,00 | 2.488.421,86 | 99,54% |
|  | 20041005 |  | 09 | 00 | МОDERNISATION OF SECONDARY SCHOOL INFRASTRUCTURE | 86.055.000,00 | 85.826.793,53 | 99,73% |
| **2007** |  |  | **09** | **00** | **SUPPORT TO EDUCATION OF PUPILS AND STUDENTS** | **425.715.000,00** | **422.112.841,72** | **99,15%** |
|  | 20071003 |  | 09 | 00 | IMPLEMENTATION OF ACTIVITIES OF STUDENT ACCOMMODATION INSTITUTIONS | 216.710.000,00 | 213.356.277,01 | 98,45% |
|  | 20071004 |  | 09 | 00 | ENHANCING THE QUALITY OF STUDENT ACCOMMODATION | 2.000.000,00 | 1.959.071,99 | 97,95% |
|  | 20071005 |  | 09 | 00 | REIMBURSEMENT OF TRANSPORTATION COSTS TO SECONDARY SCHOOL STUDENTS | 183.000.000,00 | 183.000.000,00 | 100,00% |
|  | 20071006 |  | 09 | 00 | INFRASTRUCTURE МОDERNISATION OF STUDENT ACCOMMODATION INSTITUTIONS | 24.005.000,00 | 23.797.492,72 | 99,14% |
| **2001** |  |  | **09** | **01** | **REGULATION AND SUPERVISION OF THE SYSTEM OF EDUCATION** | **25.604.296,86** | **19.950.157,81** | **77,92%** |
|  | 20011005 |  | 09 | 01 | DEVELOPMENT OF EXPERT-RESEARCH ACTIVITY IN THE FIELD OF EDUCATION | 25.604.296,86 | 19.950.157,81 | 77,92% |
| **TOTAL FOR SECTION 09** | | | | | | **24.341.729.519,85** | **24.164.489.606,75** | **99,27%** |

**PROJECTS IMPLEMENTED IN 2017 IN THE FIELD OF EDUCATION**

|  |  |  |
| --- | --- | --- |
|  | **Name** | **Execution** |
| **1** | **Projects and activities aimed at enhancing the quality of primary and secondary education and student accommodation** | **24.730.221,97** |
|  | Primary education | 10.593.436,12 |
|  | Secondary education | 14.136.785,85 |
| **2** | **Projects and activities aimed at enhancing the quality of student accommodation** | **1.959.071,99** |
| **3** | **Introduction of bilingual teaching in the Serbian and English language** | **4.786.446,80** |
|  | Primary education | 2.298.024,94 |
|  | Secondary education | 2.488.421,86 |
| **4** | **Infrastructure modernisation of preschool, primary and secondary schools and student accommodation institutions** | **389.124.971,93** |
|  | Preschool institutions | 53.788.692,39 |
|  | Primary education | 225.711.993,29 |
|  | Secondary education | 85.826.793,53 |
|  | Student accommodation | 23.797.492,72 |
| **5** | **Reimbursement of transportation costs to secondary school students in inter-city transport** | **183.000.000,00** |
| **6** | **Programme activity for adult education** | **993.681,00** |
| **7** | **Project aimed at enhancing the knowledge of the French language in primary schools in the territory of AP Vojvodina for the purpose of introducing the bilingual teaching** | **718.967,93** |
| **Total:** | | **605.313.361,62** |

**Data for 2018:**

**FINANCIAL PLAN OF THE PROVINCIAL SECRETARIAT FOR EDUCATION, REGULATIONS, ADMINISTRATION AND NATIONAL MINORITIES–NATIONAL COMMUNITIES FOR 2018**

**(January, 2018)**

|  |  |  |
| --- | --- | --- |
| **Sources of financing for Chapter 06 00:** | | |
| 01 00 | Revenues from the budget | 694.411.148,12 |
| 07 08  *733131* | Тransfers from other levels of government – earmarked and non-earmarked transfers from the republic budget to local self-government units  *Current transfers from the Republic to the benefit of the level of AP Vojvodina* | 597.336.000,00 |
| 07 13  *733131* | Тransfers from other levels of government – transfer funds from the republic budget for expenditures of the employees in the field of education  *Current transfers from the Republic to the benefit of the level of AP Vojvodina* | 24.893.335.000,00 |
| **Total for Chapter 06 00:** | | **26.185.082.148,12** |

|  |  |  |
| --- | --- | --- |
| **Sources of financing for Chapter 06 01:** | | |
| 01 00 | Revenues from the budget | 22.949.183,68 |
| 03 00  771111  772112 | Social contributions  Memorandum items for the reimbursement of expenses (800.000,00)  Memorandum items for the reimbursement of expenses for the prior year (138.525,00) | 938.525,00 |
| 04 00  *742331* | Own revenues of budget beneficiaries  *Revenues earned by the authorities of AP Vojvodina via their own activities* | 400.000,00 |
| 13 06  *321311* | Unexpended revenue surplus from previous years – additional funds  *Unexpended surplus of revenue and income from previous years* | 1.454.000,00 |
| **Total for Chapter 06 01:** | | **25.741.708,68** |
| **Total for Section 06:** | | **26.210.823.856,80** |

**FINANCIAL PLAN OF THE PROVINCIAL SECRETARIAT FOR EDUCATION, REGULATIONS, ADMINISTRATION AND NATIONAL MINORITIES–NATIONAL COMMUNITIES FOR 2018**

**(April, 2018)**

|  |  |  |
| --- | --- | --- |
| **Sources of financing for Chapter 06 00:** | | |
| 01 00 | Revenues from the budget | 733.123.816,22 |
| 07 08  *733131* | Тransfers from other levels of government – earmarked and non-earmarked transfers from the republic budget to local self-government units  *Current transfers from the Republic to the benefit of the level of AP Vojvodina* | 597.336.000,00 |
| 07 13  *733131* | Тransfers from other levels of government – transfer funds from the republic budget for expenditures of the employees in the field of education  *Current transfers from the Republic to the benefit of the level of AP Vojvodina* | 24.893.335.000,00 |
| **Total for Chapter 06 00:** | | **26.185.082.148,12** |

|  |  |  |
| --- | --- | --- |
| **Sources of financing for Chapter 06 01:** | | |
| 01 00 | Revenues from the budget | 23.650.581,41 |
| 03 00  771111  772112 | Social contributions  Memorandum items for the reimbursement of expenses (800.000,00)  Memorandum items for the reimbursement of expenses for the prior year (138.525,00) | 938.525,00 |
| 04 00  *742331* | Own revenues of budget beneficiaries  *Revenues earned by the authorities of AP Vojvodina via their own activities* | 400.000,00 |
| 13 06  *321311* | Unexpended revenue surplus from previous years – additional funds  *Unexpended surplus of revenue and income from previous years* | 1.454.000,00 |
| **Total for Chapter 06 01:** | | **26.443.106,41** |
| **Total for Section 06:** | | **26.250.237.922,63** |

**FINANCIAL PLAN ON THE AMENDMENTS OF THE FINANCIAL PLAN OF THE PROVINCIAL SECRETARIAT FOR EDUCATION, REGULATIONS, ADMINISTRATION AND NATIONAL MINORITIES–NATIONAL COMMUNITIES FOR 2018**

**(June, 2018)**

|  |  |  |
| --- | --- | --- |
| **Sources of financing for Chapter 06 00:** | | |
| 01 00 | Revenues from the budget | 847.695.136,22 |
| 07 08  *733131* | Тransfers from other levels of government – earmarked and non-earmarked transfers from the republic budget to local self-government units  *Current transfers from the Republic to the benefit of the level of AP Vojvodina* | 597.336.000,00 |
| 07 13  *733131* | Тransfers from other levels of government – transfer funds from the republic budget for expenditures of the employees in the field of education  *Current transfers from the Republic to the benefit of the level of AP Vojvodina* | 24.893.335.000,00 |
| **Total for Chapter 06 00:** | | **26.338.366.136,22** |

|  |  |  |
| --- | --- | --- |
| **Sources of financing for Chapter 06 01:** | | |
| 01 00 | Revenues from the budget | 23.900.581,41 |
| 03 00  771111  772112 | Social contributions  *Memorandum items for the reimbursement of expenses (800.000,00)*  *Memorandum items for the reimbursement of expenses for the prior year (138.525,00)* | 938.525,00 |
| 04 00  *742331* | Own revenues of budget beneficiaries  *Revenues earned by the authorities of AP Vojvodina via their own activities* | 800.000,00 |
| 13 06  *321311* | Unexpended revenue surplus from previous years – additional funds  *Unexpended surplus of revenue and income from previous years* | 1.309.421,32 |
| **Total for Chapter 06 01:** | | **26.948.527,73** |
| **Total for Section 06:** | | **26.365.314.663,95** |

**EXECUTION OF THE FINANCIAL PLAN OF THE PROVINCIAL SECRETARIAT FOR EDUCATION, REGULATIONS, ADMINISTRATION AND NATIONAL MINORITIES–NATIONAL COMMUNITIES FOR THE PERIOD**

**FROM 1 JANUARY 2018 TO 31 DECEMBER 2018**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Programme** | **Programme activity** | **Project** | **Section** | **Chapter** | **Name** | **Annual plan** | **Execution** | **% of execution** |

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **606** |  |  | **06** | **00** | **SUPPORT TO WORK OF PUBLIC ADMINISTRATION AUTHORITIES** | **16.900.000,00** | | **16.886.500,00** | | **99,92%** |
|  | 6061003 |  | 06 | 00 | PUBLICATION OF THE AP VOJVODINA OFFICIAL JOURNAL,AND VALID GENERAL ACTS’ REGISTER AND COLLECTION | 16.900.000,00 | | 16.886.500,00 | | 99,92% |
| **607** |  |  | **06** | **00** | **SYSTEM OF PUBLIC ADMINISTRATION** | **161.829.874,75** | | **153.656.063,43** | | **94,95%** |
|  | 6071001 |  | 06 | 00 | ОRGANISATION AND CARRYING OUT OF STATE QUALIFYING EXAMS | 5.067.759,05 | | 3.147.483,87 | | 62,11% |
|  | 6071004 |  | 06 | 00 | ADMINISTRATION AND GOVERNANCE | 156.762.115,70 | | 150.508.579,56 | | 96,01% |
| 1001 |  |  | 06 | 00 | **IMPROVEMENT AND PROTECTION OF HUMAN AND MINORITY RIGHTS** | **138.016.043,19** | | **134.767.277,86** | | **97,65%** |
|  | 10011003 |  | 06 | 00 | SUPPPORT TO THE AP VOJVODINA ETHNIC COMMUNITIES’ ORGANISATIONS | 31.000.000,00 | | 30.890.000,00 | | 99,65% |
|  | 10011004 |  | 06 | 00 | SUPPORT TO THE OPERATIONS OF THE NATIONAL COUNCILS OF NATIONAL MINORITIES | 60.100.000,00 | | 60.050.000,00 | | 99,92% |
|  | 10011005 |  | 06 | 00 | DEVELOPMENT OF MULTILINGUALISM IN THE TERRITORY OF AP VOJVODINA | 10.110.000,00 | | 10.006.339,85 | | 98,97% |
|  | 10011006 |  | 06 | 00 | PROMOTION OF MULTICULTURALISM AND TOLERANCE IN VOJVODINA | 23.751.115,00 | | 22.443.212,63 | | 94,49% |
|  |  | 10014007 | 06 | 00 | DECADE OF ROMA INCLUSION | 2.000.000,00 | | 1.999.901,80 | | 100,00% |
|  |  | 10014022 | 06 | 00 | OASIS – COMPLEMENTARY TOURISM DEVELOPMENT OF KESTELEK AND KANJIŽA BASED ON NATURAL RESOURCES AS INTERRELATED DIFFERENT ELEMENTS OF REGIONAL TOURSIM SYSTEM | 11.054.928,19 | | 9.377.823,58 | | 84,83% |
| 1602 |  |  | 06 | 00 | **REGULATION AND GOVERNANCE IN THE JUSTICE SYSTEM** | **15.468.454,89** | | **15.195.670,73** | | **98,24%** |
|  | 16021001 |  | 06 | 00 | ОRGANISATION AND CARRYING OUT OF BAR EXAMINATIONS AND EXAMINATIONS FOR COURT INTERPRETERS | 15.468.454,89 | | 15.195.670,73 | | 98,24% |
| **2001** |  |  | **06** | **00** | **REGULATION, SUPERVISION AND DEVELOPMENT OF ALL LEVELS OF THE EDUCATIONAL SYSTEM** | **101.509.532,40** | | **90.721.825,98** | | **89,37%** |
|  | 20011001 |  | 06 | 00 | ADMINISTRATION, GOVERNANCE AND SUPERVISION | 88.509.532,40 | | 82.513.594,11 | | 93,23% |
|  | 20011002 |  | 06 | 00 | ORGANISATION AND CARRYING OUT OF EXAMS FOR LICENSES,SECRETARIES OF INSTITUTIONS AND PRINCIPALS | 9.930.000,00 | | 5.260.213,37 | | 52,97% |
|  | 20011003 |  | 06 | 00 | PRESENTATION OF “ĐORĐE NATOŠEVIĆ” AWARDS | 3.070.000,00 | | 2.948.018,50 | | 96,03% |
| **2002** |  |  | 06 | 00 | **PRESCHOOL EDUCATION** | **616.625.802,80** | | **554.485.608,20** | | **89,92%** |
|  | 20021001 |  | 06 | 00 | SUPPORT TO IMPLEMENTATION OF FOUR-CLASS PREPARATORY PRE-SCHOOL PROGRAMME | 597.336.000,00 | | 535.364.866,00 | | 89,63% |
|  | 20021002 |  | 06 | 00 | MODERNISATION OF PRE-SCHOOL INSTITUTIONS INFRASTRUCTURE | 19.289.802,80 | | 19.120.742,20 | | 99,12% |
| **2003** | - | - | **06** | **00** | **PRIMARY EDUCATION** | **17.347.522.229,52** | | **17.310.252.986,49** | | **99,79%** |
| - | 20031001 | - | 06 | 00 | IMPLEMENTATION OF PRIMARY EDUCATION | 17.133.891.000,00 | | 17.097.212.844,40 | | 99,79% |
|  | 20031002 | - | 06 | 00 | BILINGUAL TEACHING IN PRIMARY SCHOOLS | 2.300.000,00 | | 2.294.675,58 | | 99,77% |
|  | 20031004 | - | 06 | 00 | ENHANCING THE QUALITY OF PRIMARY EDUCATION | 11.130.918,39 | | 11.039.578,18 | | 99,18% |
|  | 20031005 | - | 06 | 00 | ADULT EDUCATION | 2.000.000,00 | | 1.989.967,98 | | 99,50% |
|  | 20031006 | - | 06 | 00 | МОDERNISATION OF PRIMARY SCHOOL INFRASTRUCTURE | 197.500.311,13 | | 197.033.801,94 | | 99,76% |
| - | - | 20034007 | 06 | 00 | ENHANCING THE FRENCH LANGUAGE TEACHING IN PRIMARY SCHOOLS IN THE TERRITORY OF AP VOJVODINA FOR THE PURPOSE OF INTRUDUCING THE BILINGUAL TEACHING | 700.000,00 | | 682.118,41 | | 97,45% |
| **2004** |  |  | **06** | **00** | **SECONDARY EDUCATION** | **7.596.063.842,17** | | **7.479.059.142,49** | | **98,46%** |
|  | 20041001 |  | 06 | 00 | IMPLEMENTATION OF SECONDARY EDUCATION | 7.511.444.000,00 | | 7.395.396.345,93 | | 98,46% |
|  | 20041002 |  | 06 | 00 | ENHANCING THE QUALITY OF SECONDARY EDUCATION | 14.387.579,17 | | 14.172.544,39 | | 98,51% |
|  | 20041004 |  | 06 | 00 | BILINGUAL TEACHING IN SECONDARY SCHOOLS | 2.500.000,00 | | 2.497.719,93 | | 99,91% |
|  | 20041005 |  | 06 | 00 | МОDERNISATION OF SECONDARY SCHOOL INFRASTRUCTURE | 67.732.263,00 | | 66.992.532,24 | | 98,91% |
| **2007** |  |  | **06** | **00** | **SUPPORT TO EDUCATION OF PUPILS AND STUDENTS** | **448.204.723,00** | | **446.097.585,01** | | **99,53%** |
|  | 20071003 |  | 06 | 00 | IMPLEMENTATION OF ACTIVITIES OF STUDENT ACCOMMODATION INSTITUTIONS | 248.000.000,00 | | 246.070.380,01 | | 99,22% |
|  | 20071004 |  | 06 | 00 | ENHANCING THE QUALITY OF STUDENT ACCOMMODATION | 2.000.000,00 | | 1.999.988,00 | | 100,00% |
|  | 20071005 |  | 06 | 00 | REIMBURSEMENT OF TRANSPORTATION COSTS TO SECONDARY SCHOOL STUDENTS | 181.779.723,00 | | 181.779.723,00 | | 100,00% |
|  | 20071006 |  | 06 | 00 | INFRASTRUCTURE МОDERNISATION OF STUDENT ACCOMMODATION INSTITUTIONS | 16.425.000,00 | | 16.247.494,00 | | 98,92% |
| **2001** |  |  | **06** | **01** | **REGULATION, SUPERVISION AND DEVELOPMENT OF ALL LEVELS OF THE SYSTEM OF EDUCATION** | **26.948.527,73** | | **18.764.693,09** | | **69,63%** |
|  | 20011005 |  | 06 | 01 | DEVELOPMENT OF EXPERT-RESEARCH ACTIVITY IN THE FIELD OF EDUCATION | 26.948.527,73 | | 18.764.693,09 | | 69,63% |
| **TOTAL FOR SECTION 06** | | | | | | | **26.469.089.030,45** | | **26.219.887.353,28** | **99,06%** |

**PROJECTS IMPLEMENTED IN 2018 IN THE FIELD OF EDUCATION**

|  |  |  |
| --- | --- | --- |
|  | **Name** | **Execution** |
| **1** | **Projects and activities aimed at enhancing the quality of primary and secondary education** | **25.212.122,57** |
|  | Primary education | 11.039.578,18 |
|  | Secondary education | 14.172.544,39 |
| **2** | **Projects and activities aimed at enhancing the quality of student accommodation** | **1.999.988,00** |
| **3** | **Introduction of bilingual teaching in the Serbian and English language** | **4.792.395,51** |
|  | Primary education | 2.294.675,58 |
|  | Secondary education | 2.497.719,93 |
| **4** | **Infrastructure modernisation of preschool, primary and secondary schools and student accommodation institutions** | **299.394.570,38** |
|  | Preschool institutions | 19.120.742,20 |
|  | Primary education | 197.033.801,94 |
|  | Secondary education | 66.992.532,24 |
|  | Student accommodation | 16.247.494,00 |
| **5** | **Reimbursement of transportation costs to secondary school students in inter-city transport** | **181.779.723,00** |
| **6** | **Programme activity for adult education** | **1.989.967,98** |
| **7** | **Project aimed at enhancing the knowledge of the French language in primary schools in the territory of AP Vojvodina for the purpose of introducing the bilingual teaching** | **682.118,41** |
| **Total:** | | **515.850.885,85** |

**Data for 2019:**

**FINANCIAL PLAN OF THE PROVINCIAL SECRETARIAT FOR EDUCATION, REGULATIONS, ADMINISTRATION AND NATIONAL MINORITIES–NATIONAL COMMUNITIES FOR 2019**

(January, 2019)

|  |  |  |
| --- | --- | --- |
| **Sources of financing for Chapter 06 00:** | | |
| 01 00 | General revenues and incomes from the budget– source 01 | 708.599.350,96 |
| 07 08  *733131* | Тransfers from other levels of government – earmarked and non-earmarked transfers from the republic budget to local self-government units  *Current transfers from the Republic to the benefit of the level of AP Vojvodina* | 570.652.000,00 |
| 07 13  *733131* | Тransfers from other levels of government – transfer funds from the republic budget for expenditures of the employees in the field of education  *Current transfers from the Republic to the benefit of the level of AP Vojvodina* | 26.815.399.000,00 |
| 15 00  *311712* | Unexpended donations surplus from previous years  Transferred *unexpended surplus funds for special purposes* | 1.305.877,50 |
| 56 00  *732321*  *732421* | *Financial aid from the EU*  *Current financial aid from the EU to the benefit of the level of AP Vojvodina*  *Capital aid from the EU to the benefit of the level of AP Vojvodina* | 53.105.362,50  *9.122.352,50*  *43.983.010,00* |
| **Total for Chapter 06 00:** | | **28.149.061.590,96** |

|  |  |  |
| --- | --- | --- |
| **Sources of financing for Chapter 06 01:** | | |
| 01 00 | Revenues from the budget | 25.400.649,04 |
| 04 00  *742331* | Own revenues of budget beneficiaries  *Revenues earned by the authorities of AP Vojvodina via their own activities* | 400.000,00 |
| 13 06  *321311* | Unallocated revenue surplus from previous years – additional funds  *Unallocated surplus of revenue and income from previous years* | 720.000,00 |
| **Total for Chapter 06 01:** | | **26.520.649,04** |
| **Total for Section 06:** | | **28.175.582.240,00** |

**FINANCIAL PLAN ON AMENDMENTS AND MODIFICATIONS OF THE FINANCIAL PLAN OF THE PROVINCIAL SECRETARIAT FOR EDUCATION, REGULATIONS, ADMINISTRATION AND NATIONAL MINORITIES – NATIONAL COMMUNITIES FOR 2019**

**(September 2019)**

|  |  |  |
| --- | --- | --- |
| **Sources of financing for Chapter 06 00:** | | |
| 01 00 | General revenues from the budget | 841.444.880,31 |
| 07 08  *733131* | Тransfers from other levels of government – earmarked and non-earmarked transfers from the republic budget to local self-government units  *Current transfers from the Republic to the benefit of the level of AP Vojvodina* | 570.652.000,00 |
| 07 13  *733131* | Тransfers from other levels of government – transfer funds from the republic budget for expenditures of the employees in the field of education  *Current transfers from the Republic to the benefit of the level of AP Vojvodina* | 26.815.399.000,00 |
| 13 00 | Unallocated surplus from previous years | 3.201.600,00 |
| 15 00  *311712* | Unexpended donations surplus from previous years  Transferred *unexpended surplus funds for special purposes* | 1.234.781,35 |
| 56 00  *732321*  *732421* | *Financial aid from the EU*  *Current financial aid from the EU to the benefit of the level of AP Vojvodina*  *Capital aid from the EU to the benefit of the level of AP Vojvodina* | 53.105.362,50  *9.122.352,50*  *43.983.010,00* |
| **Total for Chapter 06 00:** | | **28.285.037.624,16** |

|  |  |  |
| --- | --- | --- |
| **Sources of financing for Chapter 06 01:** | | |
| 01 00 | General revenues from the budget | 25.400.649,04 |
| 04 00  *742331* | Own revenues of budget beneficiaries  *Revenues earned by the authorities of AP Vojvodina via their own activities* | 400.000,00 |
| 13 06  *321311* | Unallocated surplus from previous years – additional funds  *Unallocated surplus of revenue and income from previous years* | 770.329,03 |
| **Total for Chapter 06 01:** | | **26.570.978,07** |
| **Total for Section 06:** | | **28.311.608.602,23** |

**EXECUTION OF THE FINANCIAL PLAN OF THE PROVINCIAL SECRETARIAT FOR EDUCATION, REGULATIONS, ADMINISTRATION AND NATIONAL MINORITIES–NATIONAL COMMUNITIES FOR THE PERIOD FROM 1 JANUARY 2019 TO 31 DECEMBER 2019**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Programme** | **Programme activity** | **Project** | **Section** | **Chapter** | **Name** | **Annual plan** | **Execution** | **% of execution** |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **606** |  |  | **06** | **00** | **SUPPORT TO WORK OF PUBLIC ADMINISTRATION AUTHORITIES** | **15.200.000,00** | **15.084.380,00** | **99,24%** |
|  | 6061003 |  | 06 | 00 | PUBLICATION OF THE AP VOJVODINA OFFICIAL JOURNAL,AND VALID GENERAL ACTS’ REGISTER AND COLLECTION | 15.200.000,00 | 15.084.380,00 | 99,24% |
| **607** |  |  | **06** | **00** | **SYSTEM OF PUBLIC ADMINISTRATION** | **146.873.327,41** | **143.021.991,24** | **97,38%** |
|  | 6071001 |  | 06 | 00 | ОRGANISATION AND CARRYING OUT OF STATE QUALIFYING EXAMS | 4.107.759,05 | 3.789.113,94 | 92,24% |
|  | 6071004 |  | 06 | 00 | ADMINISTRATION AND GOVERNANCE | 142.765.568,36 | 139.232.877,30 | 97,53% |
| **1001** |  |  | **06** | **00** | **IMPROVEMENT AND PROTECTION OF HUMAN AND MINORITY RIGHTS** | **184.545.831,83** | **133.739.787,53** | **72,47%** |
|  | 10011003 |  | 06 | 00 | SUPPPORT TO THE AP VOJVODINA ETHNIC COMMUNITIES’ ORGANISATIONS | 31.000.000,00 | 30.789.845,36 | 99,32% |
|  | 10011004 |  | 06 | 00 | SUPPORT TO THE OPERATIONS OF THE NATIONAL COUNCILS OF NATIONAL MINORITIES | 60.100.000,00 | 60.000.000,00 | 99,83% |
|  | 10011005 |  | 06 | 00 | DEVELOPMENT OF MULTILINGUALISM IN THE TERRITORY OF AP VOJVODINA | 10.050.000,00 | 9.807.312,19 | 97,59% |
|  | 10011006 |  | 06 | 00 | PROMOTION OF MULTICULTURALISM AND TOLERANCE IN VOJVODINA | 21.967.000,00 | 20.968.647,17 | 95,46% |
|  |  | 10014007 | 06 | 00 | DECADE OF ROMA INCLUSION | 2.000.000,00 | 2.000.000,00 | 100,00% |
|  |  | 10014022 | 06 | 00 | OASIS – COMPLEMENTARY TOURISM DEVELOPMENT OF KESTELEK AND KANJIŽA BASED ON NATURAL RESOURCES AS INTERRELATED DIFFERENT ELEMENTS OF REGIONAL TOURISM SYSTEM | 59.428.831,83 | 10.173.982,81 | 17,12% |
| **1602** |  |  | **06** | **00** | **REGULATION AND GOVERNANCE IN THE JUSTICE SYSTEM** | **15.118.227,22** | **14.974.366,43** | **99,05%** |
|  | 16021001 |  | 06 | 00 | ОRGANISATION AND CARRYING OUT OF BAR EXAMINATIONS AND EXAMINATIONS FOR COURT INTERPRETERS | 15.118.227,22 | 14.974.366,43 | 99,05% |
| **2001** |  |  | **06** | **00** | **REGULATION, SUPERVISION AND DEVELOPMENT OF ALL LEVELS OF THE EDUCATIONAL SYSTEM** | **78.348.512,90** | **71.458.677,27** | **91,21%** |
|  | 20011001 |  | 06 | 00 | ADMINISTRATION, GOVERNANCE AND SUPERVISION | 70.632.748,45 | 65.609.553,92 | 92,89% |
|  | 20011002 |  | 06 | 00 | ORGANISATION AND CARRYING OUT OF EXAMS FOR LICENSES,SECRETARIES OF INSTITUTIONS AND PRINCIPALS | 7.455.764,45 | 5.727.373,60 | 76,82% |
|  | 20011003 |  | 06 | 00 | PRESENTATION OF “ĐORĐE NATOŠEVIĆ” AWARDS | 260.000,00 | 121.749,75 | 46,83% |
| **2002** |  |  | **06** | **00** | **PRE-SCHOOL EDUCATION** | **590.804.506,80** | **573.054.341,90** | **97,00%** |
|  | 20021001 |  | 06 | 00 | SUPPORT TO IMPLEMENTATION OF FOUR-CLASS PREPARATORY PRE-SCHOOL PROGRAMME | 570.652.000,00 | 552.933.589,00 | 96,90% |
|  | 20021002 |  | 06 | 00 | MODERNISATION OF PRE-SCHOOL INSTITUTIONS INFRASTRUCTURE | 19.452.506,80 | 19.420.752,90 | 99,84% |
|  | 20021003 |  | 06 | 00 | IMPROVEMENT OF QUALITY OF PRE-SCHOOL EDUCATION | 700.000,00 | 700.000,00 | 100,00% |
| **2003** | - | - | **06** | **00** | **PRIMARY EDUCATION** | **18.753.927.695,80** | **18.678.881.728,23** | **99,60%** |
| - | 20031001 | - | 06 | 00 | IMPLEMENTATION OF PRIMARY EDUCATION | 18.526.687.000,00 | 18.452.450.920,54 | 99,60% |
|  | 20031002 | - | 06 | 00 | BILINGUAL TEACHING IN PRIMARY SCHOOLS | 2.170.000,00 | 2.062.040,00 | 95,02% |
|  | 20031004 | - | 06 | 00 | ENHANCING THE QUALITY OF PRIMARY EDUCATION | 14.953.000,00 | 14.447.226,29 | 96,62% |
|  | 20031005 | - | 06 | 00 | ADULT EDUCATION | 1.810.000,00 | 1.788.451,00 | 98,81% |
|  | 20031006 | - | 06 | 00 | МОDERNISATION OF PRIMARY SCHOOL INFRASTRUCTURE | 207.607.695,80 | 207.433.090,40 | 99,92% |
| - | - | 20034007 | 06 | 00 | ENHANCING THE FRENCH LANGUAGE TEACHING IN PRIMARY SCHOOLS IN THE TERRITORY OF AP VOJVODINA FOR THE PURPOSE OF INTRUDUCING THE BILINGUAL TEACHING | 700.000,00 | 700.000,00 | 100,00% |
| **2004** |  |  | **06** | **00** | **SECONDARY EDUCATION** | **8.129.884.013,00** | **8.110.425.461,75** | **99,76%** |
|  | 20041001 |  | 06 | 00 | IMPLEMENTATION OF SECONDARY EDUCATION | 8.016.201.000,00 | 7.997.837.769,52 | 99,77% |
|  | 20041002 |  | 06 | 00 | ENHANCING THE QUALITY OF SECONDARY EDUCATION | 13.306.186,00 | 12.987.184,30 | 97,60% |
|  | 20041004 |  | 06 | 00 | BILINGUAL TEACHING IN SECONDARY SCHOOLS | 2.480.000,00 | 2.437.707,90 | 98,29% |
|  | 20041005 |  | 06 | 00 | МОDERNISATION OF SECONDARY SCHOOL INFRASTRUCTURE | 97.896.827,00 | 97.162.800,03 | 99,25% |
| **2007** |  |  | **06** | **00** | **SUPPORT TO EDUCATION OF PUPILS AND STUDENTS** | **466.373.538,00** | **461.028.199,50** | **98,85%** |
|  | 20071003 |  | 06 | 00 | IMPLEMENTATION OF ACTIVITIES OF STUDENT ACCOMMODATION INSTITUTIONS | 272.511.000,00 | 267.170.917,10 | 98,04% |
|  | 20071004 |  | 06 | 00 | ENHANCING THE QUALITY OF STUDENT ACCOMMODATION | 2.000.000,00 | 1.999.934,00 | 100,00% |
|  | 20071005 |  | 06 | 00 | REIMBURSEMENT OF TRANSPORTATION COSTS TO SECONDARY SCHOOL STUDENTS | 182.000.000,00 | 182.000.000,00 | 100,00% |
|  | 20071006 |  | 06 | 00 | INFRASTRUCTURE МОDERNISATION OF STUDENT ACCOMMODATION INSTITUTIONS | 9.862.538,00 | 9.857.348,40 | 99,95% |
| **2001** |  |  | **06** | **01** | **REGULATION, SUPERVISION AND DEVELOPMENT OF ALL LEVELS OF THE SYSTEM OF EDUCATION** | **28.172.978,07** | **22.741.496,65** | **80,72%** |
|  | 20011005 |  | 06 | 01 | DEVELOPMENT OF EXPERT-RESEARCH ACTIVITY IN THE FIELD OF EDUCATION | 28.172.978,07 | 22.741.496,65 | 80,72% |
| **TOTAL FOR SECTION 06** | | | | | | **28.409.248.631,03** | **28.224.410.430,50** | **99,35%** |

**Data for 2020:**

**FINANCIAL PLAN OF THE PROVINCIAL SECRETARIAT FOR EDUCATION, REGULATIONS, ADMINISTRATION AND NATIONAL MINORITIES–NATIONAL COMMUNITIES FOR 2020**

**(January, 2020)**

|  |  |  |
| --- | --- | --- |
| **Sources of financing for Chapter 06 00:** | | |
| 01 00 | General revenues and receipts from the budget | 744.600.000,00 |
| 07 08  *733131* | Тransfers from other levels of government – earmarked and non-earmarked transfers from the republic budget to local self-government units  *Current transfers from the Republic to the benefit of the level of AP Vojvodina* | 570.602.000,00 |
| 07 13  *733131* | Тransfers from other levels of government – transfer funds from the republic budget for expenditures of the employees in the field of education  *Current transfers from the Republic to the benefit of the level of AP Vojvodina* | 28.929.605.000,00 |
| 15 00  *311712* | Unexpended donations surplus from previous years  Transferred *unexpended surplus funds for special purposes* | 1.305.877,50 |
| 56 00  *732321*  *732421* | *Financial aid from the EU*  *Current aid from the EU to the benefit of the level of AP Vojvodina*  *Capital aid from the EU to the benefit of the level of AP Vojvodina* | 39.198.270,00  *5.061.229,20*  *34.137.040,80* |
| **Total for Chapter 06 00:** | | **30.284.005.270,00** |

|  |  |  |
| --- | --- | --- |
| **Sources of financing for Chapter 06 01:** | | |
| 01 00 | General revenues and receipts from the budget | 25.400.000,00 |
| 04 00  *742331* | Own revenues of budget beneficiaries  *Revenues earned by the authorities of AP Vojvodina via their own activities* | 1.900.000,00 |
| 13 06  *321311* | Unallocated revenue surplus from previous years – additional funds  *Unallocated surplus of revenue and receipts from previous years* | 100.000,00 |
| **Total for Chapter 06 01:** | | **27.400.000,00** |
| **Total for Section 06:** | | **30.311.405.270,00** |

**FINANCIAL PLAN ON AMENDMENTS AND MODIFICATIONS OF THE FINANCIAL PLAN OF THE PROVINCIAL SECRETARIAT FOR EDUCATION, REGULATIONS, ADMINISTRATION AND NATIONAL MINORITIES – NATIONAL COMMUNITIES FOR 2020**

**(May 2020)**

|  |  |  |
| --- | --- | --- |
| **Sources of financing for Chapter 06 00:** | | |
| 01 00 | General revenues and receipts from the budget | 637.908.988,45 |
| 07 08  *733131* | Тransfers from other levels of government – earmarked and non-earmarked transfers from the republic budget to local self-government units  *Current transfers from the Republic to the benefit of the level of AP Vojvodina* | 570.602.000,00 |
| 07 13  *733131* | Тransfers from other levels of government – transfer funds from the republic budget for expenditures of the employees in the field of education  *Current transfers from the Republic to the benefit of the level of AP Vojvodina* | 28.929.605.000,00 |
| 56 00  *732321*  *732421* | *Financial aid from the EU*  *Current financial aid from the EU to the benefit of the level of AP Vojvodina*  *Capital aid from the EU to the benefit of the level of AP Vojvodina* | 39.198.270,00  *5.061.229,20*  *34.137.040,80* |
| **Total for Chapter 06 00:** | | **30.177.314.258,45** |

|  |  |  |
| --- | --- | --- |
| **Sources of financing for Chapter 06 01:** | | |
| 01 00 | General revenues and receipts from the budget | 25.400.000,00 |
| 04 00  *742331* | Own revenues of budget beneficiaries  *Revenues earned by the authorities of AP Vojvodina via their own activities* | 1.900.000,00 |
| 13 06  *321311* | Unallocated surplus from previous years – additional funds  *Unallocated surplus of revenue and receipts from previous years* | 167.610,64 |
| **Total for Chapter 06 01:** | | **27.467.610,64** |
| **Total for Section 06:** | | **30.204.781.869,09** |

**FINANCIAL PLAN ON AMENDMENTS AND MODIFICATIONS OF THE FINANCIAL PLAN OF THE PROVINCIAL SECRETARIAT FOR EDUCATION, REGULATIONS, ADMINISTRATION AND NATIONAL MINORITIES – NATIONAL COMMUNITIES FOR 2020**

**(July 2020)**

|  |  |  |
| --- | --- | --- |
| **Sources of financing for Chapter 06 00:** | | |
| 01 00 | General revenues and receipts from the budget | 637.908.988,45 |
| 07 08  *733131* | Тransfers from other levels of government – earmarked and non-earmarked transfers from the republic budget to local self-government units  *Current transfers from the Republic to the benefit of the level of AP Vojvodina* | 570.602.000,00 |
| 07 13  *733131* | Тransfers from other levels of government – transfer funds from the republic budget for expenditures of the employees in the field of education  *Current transfers from the Republic to the benefit of the level of AP Vojvodina* | 28.929.605.000,00 |
| 13 00 | *Unallocated surplus of revenue and receipts from previous years* | 1.897.896,00 |
| 56 00  *732321*  *732421* | *Financial aid from the EU*  *Current financial aid from the EU to the benefit of the level of AP Vojvodina*  *Capital aid from the EU to the benefit of the level of AP Vojvodina* | 39.198.270,00  *5.061.229,20*  *34.137.040,80* |
| **Total for Chapter 06 00:** | | **30.179.302.154,45** |

|  |  |  |
| --- | --- | --- |
| **Sources of financing for Chapter 06 01:** | | |
| 01 00 | General revenues and receipts from the budget | 25.400.000,00 |
| 04 00  *742331* | Own revenues of budget beneficiaries  *Revenues earned by the authorities of AP Vojvodina via their own activities* | 1.900.000,00 |
| 13 06  *321311* | Unallocated surplus from previous years – additional funds  *Unallocated surplus of revenue and receipts from previous years* | 167.610,64 |
| **Total for Chapter 06 01:** | | **27.467.610,64** |
| **Total for Section 06:** | | **30.206.679.765,09** |

**EXECUTION OF THE FINANCIAL PLAN OF THE PROVINCIAL SECRETARIAT FOR EDUCATION, REGULATIONS, ADMINISTRATION AND NATIONAL MINORITIES–NATIONAL COMMUNITIES FOR THE PERIOD**

**FROM 1 JANUARY 2020 TO 31 DECEMBER 2020**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Programme** | **Programme activity** | **Project** | **Section** | **Chapter** | **Name** | **Annual plan** | **Execution** | **% of execution** |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **606** |  |  | **06** | **00** | **SUPPORT TO WORK OF PUBLIC ADMINISTRATION AUTHORITIES** | **21.000.000,00** | **17.251.160,00** | **82,15%** |
|  | 6061003 |  | 06 | 00 | PUBLICATION OF THE AP VOJVODINA OFFICIAL JOURNAL,AND VALID GENERAL ACTS’ REGISTER AND COLLECTION | 21.000.000,00 | 17.251.160,00 | 82,15% |
| **607** |  |  | **06** | **00** | **SYSTEM OF PUBLIC ADMINISTRATION** | **128.609.699,67** | **119.942.513,93** | **93,26%** |
|  | 6071001 |  | 06 | 00 | ОRGANISATION AND CARRYING OUT OF STATE QUALIFYING EXAMS | 5.337.000,00 | 3.393.867,87 | 63,59% |
|  | 6071004 |  | 06 | 00 | ADMINISTRATION AND GOVERNANCE | 123.272.699,67 | 116.548.646,06 | 94,55% |
| **1001** |  |  | **06** | **00** | **IMPROVEMENT AND PROTECTION OF HUMAN AND MINORITY RIGHTS** | **157.838.270,00** | **136.929.805,36** | **86,75%** |
|  | 10011003 |  | 06 | 00 | SUPPPORT TO THE AP VOJVODINA ETHNIC COMMUNITIES’ ORGANISATIONS | 29.700.000,00 | 27.300.179,40 | 91,92% |
|  | 10011004 |  | 06 | 00 | SUPPORT TO THE OPERATIONS OF THE NATIONAL COUNCILS OF NATIONAL MINORITIES | 61.600.000,00 | 61.491.636,74 | 99,82% |
|  | 10011005 |  | 06 | 00 | DEVELOPMENT OF MULTILINGUALISM IN THE TERRITORY OF AP VOJVODINA | 11.110.000,00 | 10.738.534,80 | 96,66% |
|  | 10011006 |  | 06 | 00 | PROMOTION OF MULTICULTURALISM AND TOLERANCE IN VOJVODINA | 16.230.000,00 | 14.907.243,53 | 91,85% |
|  |  | 10014022 | 06 | 00 | OASIS – COMPLEMENTARY TOURISM DEVELOPMENT OF KESTELEK AND KANJIŽA BASED ON NATURAL RESOURCES AS INTERRELATED DIFFERENT ELEMENTS OF REGIONAL TOURISM SYSTEM | 39.198.270,00 | 22.492.210,89 | 57,38% |
| **1602** |  |  | **06** | **00** | **REGULATION AND GOVERNANCE IN THE JUSTICE SYSTEM** | **14.663.000,00** | **14.622.641,46** | **99,72%** |
|  | 16021001 |  | 06 | 00 | ОRGANISATION AND CARRYING OUT OF BAR EXAMINATIONS AND EXAMINATIONS FOR COURT INTERPRETERS | 14.663.000,00 | 14.622.641,46 | 99,72% |
| **2001** |  |  | **06** | **00** | **REGULATION, SUPERVISION AND DEVELOPMENT OF ALL LEVELS OF THE EDUCATIONAL SYSTEM** | **92.393.069,20** | **83.672.549,74** | **90,56%** |
|  | 20011001 |  | 06 | 00 | ADMINISTRATION, GOVERNANCE AND SUPERVISION | 90.122.469,20 | 82.022.549,21 | 91,01% |
|  | 20011002 |  | 06 | 00 | ORGANISATION AND CARRYING OUT OF EXAMS FOR LICENSES,SECRETARIES OF INSTITUTIONS AND PRINCIPALS | 2.270.600,00 | 1.650.000,53 | 72,67% |
| **2002** |  |  | **06** | **00** | **PRE-SCHOOL EDUCATION** | **570.842.000,00** | **477.684.678,30** | **83,68%** |
|  | 20021001 |  | 06 | 00 | SUPPORT TO IMPLEMENTATION OF FOUR-CLASS PREPARATORY PRE-SCHOOL PROGRAMME | 570.602.000,00 | 477.460.598,30 | 83,68% |
|  | 20021002 |  | 06 | 00 | MODERNISATION OF PRE-SCHOOL INSTITUTIONS INFRASTRUCTURE | 10.000,00 | 0,00 | 0,00% |
|  | 20021003 |  | 06 | 00 | IMPROVEMENT OF QUALITY OF PRE-SCHOOL EDUCATION | 230.000,00 | 224.080,00 | 97,43% |
| **2003** | - | - | **06** | **00** | **PRIMARY EDUCATION** | **20.146.113.526,58** | **20.135.164.464,15** | **99,95%** |
| - | 20031001 | - | 06 | 00 | IMPLEMENTATION OF PRIMARY EDUCATION | 20.025.264.000,00 | 20.014.689.993,43 | 99,95% |
|  | 20031002 | - | 06 | 00 | BILINGUAL TEACHING IN PRIMARY SCHOOLS | 1.624.600,00 | 1.590.830,00 | 97,92% |
|  | 20031004 | - | 06 | 00 | ENHANCING THE QUALITY OF PRIMARY EDUCATION | 10.977.000,00 | 10.669.380,08 | 97,20% |
|  | 20031005 | - | 06 | 00 | ADULT EDUCATION | 5.000,00 | 0,00 | 0,00% |
|  | 20031006 | - | 06 | 00 | МОDERNISATION OF PRIMARY SCHOOL INFRASTRUCTURE | 107.792.926,58 | 107.785.174,15 | 99,99% |
| - | - | 20034007 | 06 | 00 | ENHANCING THE FRENCH LANGUAGE TEACHING IN PRIMARY SCHOOLS IN THE TERRITORY OF AP VOJVODINA FOR THE PURPOSE OF INTRUDUCING THE BILINGUAL TEACHING | 450.000,00 | 429.086,49 | 95,35% |
| **2004** |  |  | **06** | **00** | **SECONDARY EDUCATION** | **8.745.039.167,00** | **8.712.448.109,29** | **99,63%** |
|  | 20041001 |  | 06 | 00 | IMPLEMENTATION OF SECONDARY EDUCATION | 8.669.357.000,00 | 8.637.068.328,92 | 99,63% |
|  | 20041002 |  | 06 | 00 | ENHANCING THE QUALITY OF SECONDARY EDUCATION | 14.351.000,00 | 14.270.893,63 | 99,44% |
|  | 20041004 |  | 06 | 00 | BILINGUAL TEACHING IN SECONDARY SCHOOLS | 2.327.400,00 | 2.318.718,00 | 99,63% |
|  | 20041005 |  | 06 | 00 | МОDERNISATION OF SECONDARY SCHOOL INFRASTRUCTURE | 59.003.767,00 | 58.790.168,74 | 99,64% |
| **2007** |  |  | **06** | **00** | **SUPPORT TO EDUCATION OF PUPILS AND STUDENTS** | **403.572.788,00** | **393.677.632,66** | **97,55%** |
|  | 20071003 |  | 06 | 00 | IMPLEMENTATION OF ACTIVITIES OF STUDENT ACCOMMODATION INSTITUTIONS | 294.484.000,00 | 285.959.038,22 | 97,11% |
|  | 20071004 |  | 06 | 00 | ENHANCING THE QUALITY OF STUDENT ACCOMMODATION | 5.000.000,00 | 0,00 | 0,00% |
|  | 20071005 |  | 06 | 00 | REIMBURSEMENT OF TRANSPORTATION COSTS TO SECONDARY SCHOOL STUDENTS | 102.000.000,00 | 100.654.269,00 | 98,68% |
|  | 20071006 |  | 06 | 00 | INFRASTRUCTURE МОDERNISATION OF STUDENT ACCOMMODATION INSTITUTIONS | 7.083.788,00 | 7.064.325,44 | 99,73% |
| **2001** |  |  | **06** | **01** | **REGULATION, SUPERVISION AND DEVELOPMENT OF ALL LEVELS OF THE SYSTEM OF EDUCATION** | **27.467.610,64** | **18.093.316,38** | **65,87%** |
|  | 20011005 |  | 06 | 01 | DEVELOPMENT OF EXPERT-RESEARCH ACTIVITY IN THE FIELD OF EDUCATION | 27.467.610,64 | 18.093.316,38 | 65,87% |
| **TOTAL FOR SECTION 06** | | | | | | **30.307.539.131,09** | **30.109.486.871,27** | **99,35%** |

**Data for 2021:**

**FINANCIAL PLAN OF THE PROVINCIAL SECRETARIAT FOR EDUCATION, REGULATIONS, ADMINISTRATION AND NATIONAL MINORITIES–NATIONAL COMMUNITIES FOR 2021**

**(January, 2021)**

|  |  |  |
| --- | --- | --- |
| **Sources of financing for Chapter 06 00:** | | |
| 01 00 | General revenues and receipts from the budget | 635.783.481,34 |
| 07 08  *733131* | Тransfers from other levels of government – earmarked and non-earmarked transfers from the republic budget to local self-government units  *Current transfers from the Republic to the benefit of the level of AP Vojvodina* | 553.200.000,00 |
| 07 13  *733131* | Тransfers from other levels of government – transfer funds from the republic budget for expenditures of the employees in the field of education  *Current transfers from the Republic to the benefit of the level of AP Vojvodina* | 29.982.974.000,00 |
| 56 00  *732321*  *732421* | *Financial aid from the EU*  *Current aid from the EU to the benefit of the level of AP Vojvodina*  *Capital aid from the EU to the benefit of the level of AP Vojvodina* | 20.407.995,30  *325.994,98*  *20.082.000,32* |
| **Total for Chapter 06 00:** | | **31.192.365.476,64** |

|  |  |  |
| --- | --- | --- |
| **Sources of financing for Chapter 06 01:** | | |
| 01 00 | General revenues and receipts from the budget | 26.672.229,00 |
| 04 00  *742331* | Own revenues of budget beneficiaries  *Revenues earned by the authorities of AP Vojvodina via their own activities* | 400.000,00 |
| 13 06  *321311* | Unallocated revenue surplus from previous years – additional funds  *Unallocated surplus of revenue and receipts from previous years* | 300.000,00 |
| **Total for Chapter 06 01:** | | **27.372.229,00** |
| **Total for Section 06:** | | **31.219.737.705,64** |

**FINANCIAL PLAN ON AMENDMENTS AND MODIFICATIONS OF THE FINANCIAL PLAN OF THE PROVINCIAL SECRETARIAT FOR EDUCATION, REGULATIONS, ADMINISTRATION AND NATIONAL MINORITIES – NATIONAL COMMUNITIES FOR 2021**

**(September 2021**)

|  |  |  |
| --- | --- | --- |
| **Sources of financing for Chapter 06 00:** | | |
| 01 00 | General revenues and receipts from the budget | 847.174.310,05 |
| 07 08  *733131* | Тransfers from other levels of government – earmarked and non-earmarked transfers from the republic budget to local self-government units  *Current transfers from the Republic to the benefit of the level of AP Vojvodina* | 553.200.000,00 |
| 07 13  *733131* | Тransfers from other levels of government – transfer funds from the republic budget for expenditures of the employees in the field of education  *Current transfers from the Republic to the benefit of the level of AP Vojvodina* | 29.982.974.000,00 |
| 56 00  *732321*  *732421* | *Financial aid from the EU*  *Current financial aid from the EU to the benefit of the level of AP Vojvodina*  *Capital aid from the EU to the benefit of the level of AP Vojvodina* | 14.123.965,28  *314.158,16*  *13.809.807,12* |
| **Total for Chapter 06 00:** | | **31.397.472.275,33** |

|  |  |  |
| --- | --- | --- |
| **Sources of financing for Chapter 06 01:** | | |
| 01 00 | General revenues and receipts from the budget | 26.832.229,00 |
| 04 00  *742331* | Own revenues of budget beneficiaries  *Revenues earned by the authorities of AP Vojvodina via their own activities* | 400.000,00 |
| 13 06  *321311* | Unallocated surplus from previous years – additional funds  *Unallocated surplus of revenue and receipts from previous years* | 165.757,68 |
| **Total for Chapter 06 01:** | | **27.397.986,68** |
| **Total for Section 06:** | | **31.424.870.262,01** |

**EXECUTION OF THE FINANCIAL PLAN OF THE PROVINCIAL SECRETARIAT FOR EDUCATION, REGULATIONS, ADMINISTRATION AND NATIONAL MINORITIES–NATIONAL COMMUNITIES FOR THE PERIOD**

**FROM 1 JANUARY 2021 TO 31 DECEMBER 2021**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Programme** | **Programme activity** | **Project** | **Section** | **Chapter** | **Name** | **Annual plan** | **Execution** | **% of execution** |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **606** |  |  | **06** | **00** | **SUPPORT TO WORK OF PUBLIC ADMINISTRATION AUTHORITIES** | **20.015.000,00** | **19.968.160,00** | **99,77%** |
|  | 6061003 |  | 06 | 00 | PUBLICATION OF THE AP VOJVODINA OFFICIAL JOURNAL,AND VALID GENERAL ACTS’ REGISTER AND COLLECTION | 20.015.000,00 | 19.968.160,00 | 99,77% |
| **607** |  |  | **06** | **00** | **SYSTEM OF PUBLIC ADMINISTRATION** | **130.014.870,36** | **120.043.458,45** | **92,33%** |
|  | 6071001 |  | 06 | 00 | ОRGANISATION AND CARRYING OUT OF STATE QUALIFYING EXAMS | 5.350.000,00 | 4.034.025,25 | 75,40% |
|  | 6071004 |  | 06 | 00 | ADMINISTRATION AND GOVERNANCE | 124.664.870,36 | 116.009.433,20 | 93,06% |
| **1001** |  |  | **06** | **00** | **IMPROVEMENT AND PROTECTION OF HUMAN AND MINORITY RIGHTS** | **130.762.965,28** | **130.015.143,53** | **99,43%** |
|  | 10011003 |  | 06 | 00 | SUPPPORT TO THE AP VOJVODINA ETHNIC COMMUNITIES’ ORGANISATIONS | 32.510.300,00 | 32.291.536,41 | 99,33% |
|  | 10011004 |  | 06 | 00 | SUPPORT TO THE OPERATIONS OF THE NATIONAL COUNCILS OF NATIONAL MINORITIES | 61.600.000,00 | 61.600.000,00 | 100,00% |
|  | 10011005 |  | 06 | 00 | DEVELOPMENT OF MULTILINGUALISM IN THE TERRITORY OF AP VOJVODINA | 7.610.000,00 | 7.474.731,76 | 98,22% |
|  | 10011006 |  | 06 | 00 | PROMOTION OF MULTICULTURALISM AND TOLERANCE IN VOJVODINA | 14.918.700,00 | 14.524.910,08 | 97,36% |
|  |  | 10014022 | 06 | 00 | OASIS – COMPLEMENTARY TOURISM DEVELOPMENT OF KESTELEK AND KANJIŽA BASED ON NATURAL RESOURCES AS INTERRELATED DIFFERENT ELEMENTS OF REGIONAL TOURISM SYSTEM | 14.123.965,28 | 14.123.965,28 | 100,00% |
| **1602** |  |  | **06** | **00** | **REGULATION AND GOVERNANCE IN THE JUSTICE SYSTEM** | **16.373.610,98** | **14.822.012,55** | **90,52%** |
|  | 16021001 |  | 06 | 00 | ОRGANISATION AND CARRYING OUT OF BAR EXAMINATIONS AND EXAMINATIONS FOR COURT INTERPRETERS | 16.373.610,98 | 14.822.012,55 | 90,52% |
| **2001** |  |  | **06** | **00** | **REGULATION, SUPERVISION AND DEVELOPMENT OF ALL LEVELS OF THE EDUCATIONAL SYSTEM** | **82.789.358,00** | **74.466.689,76** | **89,95%** |
|  | 20011001 |  | 06 | 00 | ADMINISTRATION, GOVERNANCE AND SUPERVISION | 77.606.000,00 | 70.420.074,71 | 90,74% |
|  | 20011002 |  | 06 | 00 | ORGANISATION AND CARRYING OUT OF EXAMS FOR LICENSES,SECRETARIES OF INSTITUTIONS AND PRINCIPALS | 5.183.358,00 | 4.046.615,05 | 78,07% |
| **2002** |  |  | **06** | **00** | **PRE-SCHOOL EDUCATION** | **690.415.158,39** | **637.945.137,62** | **92,40%** |
|  | 20021001 |  | 06 | 00 | SUPPORT TO IMPLEMENTATION OF FOUR-CLASS PREPARATORY PRE-SCHOOL PROGRAMME | 590.115.935,00 | 590.115.935,00 | 100,00% |
|  | 20021002 |  | 06 | 00 | MODERNISATION OF PRE-SCHOOL INSTITUTIONS INFRASTRUCTURE | 99.599.223,39 | 47.129.202,62 | 47,32% |
|  | 20021003 |  | 06 | 00 | IMPROVEMENT OF QUALITY OF PRE-SCHOOL EDUCATION | 700.000,00 | 700.000,00 | 100,00% |
| **2003** | - | - | **06** | **00** | **PRIMARY EDUCATION** | **21.405.425.686,20** | **21.339.353.577,86** | **99,69%** |
| - | 20031001 | - | 06 | 00 | IMPLEMENTATION OF PRIMARY EDUCATION | 21.196.969.000,00 | 21.183.494.714,78 | 99,94% |
|  | 20031002 | - | 06 | 00 | BILINGUAL TEACHING IN PRIMARY SCHOOLS | 1.673.000,00 | 1.673.000,00 | 100,00% |
|  | 20031004 | - | 06 | 00 | ENHANCING THE QUALITY OF PRIMARY EDUCATION | 7.505.160,00 | 7.411.840,55 | 98,76% |
|  | 20031005 | - | 06 | 00 | ADULT EDUCATION | 1.000.000,00 | 999.996,00 | 100,00% |
|  | 20031006 | - | 06 | 00 | МОDERNISATION OF PRIMARY SCHOOL INFRASTRUCTURE | 197.678.526,20 | 145.183.557,99 | 73,44% |
| - | - | 20034007 | 06 | 00 | ENHANCING THE FRENCH LANGUAGE TEACHING IN PRIMARY SCHOOLS IN THE TERRITORY OF AP VOJVODINA FOR THE PURPOSE OF INTRUDUCING THE BILINGUAL TEACHING | 600.000,00 | 590.468,54 | 98,41% |
| **2004** |  |  | **06** | **00** | **SECONDARY EDUCATION** | **9.132.076.279,62** | **9.116.607.252,85** | **99,83%** |
|  | 20041001 |  | 06 | 00 | IMPLEMENTATION OF SECONDARY EDUCATION | 9.072.978.000,00 | 9.057.789.149,93 | 99,83% |
|  | 20041002 |  | 06 | 00 | ENHANCING THE QUALITY OF SECONDARY EDUCATION | 10.569.380,00 | 10.432.479,41 | 98,70% |
|  | 20041004 |  | 06 | 00 | BILINGUAL TEACHING IN SECONDARY SCHOOLS | 1.827.000,00 | 1.706.000,00 | 93,38% |
|  | 20041005 |  | 06 | 00 | МОDERNISATION OF SECONDARY SCHOOL INFRASTRUCTURE | 46.701.899,62 | 46.679.623,51 | 99,95% |
| **2007** |  |  | **06** | **00** | **SUPPORT TO EDUCATION OF PUPILS AND STUDENTS** | **469.376.000,00** | **459.341.079,16** | **97,86%** |
|  | 20071003 |  | 06 | 00 | IMPLEMENTATION OF ACTIVITIES OF STUDENT ACCOMMODATION INSTITUTIONS | 314.543.000,00 | 304.618.103,03 | 96,84% |
|  | 20071004 |  | 06 | 00 | ENHANCING THE QUALITY OF STUDENT ACCOMMODATION | 1.120.000,00 | 1.056.000,00 | 94,29% |
|  | 20071005 |  | 06 | 00 | REIMBURSEMENT OF TRANSPORTATION COSTS TO SECONDARY SCHOOL STUDENTS | 151.000.000,00 | 151.000.000,00 | 100,00% |
|  | 20071006 |  | 06 | 00 | INFRASTRUCTURE МОDERNISATION OF STUDENT ACCOMMODATION INSTITUTIONS | 2.713.000,00 | 2.666.976,13 | 98,30% |
| **2001** |  |  | **06** | **01** | **REGULATION, SUPERVISION AND DEVELOPMENT OF ALL LEVELS OF THE SYSTEM OF EDUCATION** | **27.397.986,68** | **21.392.450,77** | **78,08%** |
|  | 20011005 |  | 06 | 01 | DEVELOPMENT OF EXPERT-RESEARCH ACTIVITY IN THE FIELD OF EDUCATION | 27.397.986,68 | 21.392.450,77 | 78,08% |
| **TOTAL FOR SECTION 06** | | | | | | **32.104.646.915,51** | **31.933.954.962,55** | **99,47%** |

**PROJECTS IMPLEMENTED IN 2021 IN THE FIELD OF EDUCATION**

|  |  |  |
| --- | --- | --- |
|  | **Name** | **Execution** |
| **1** | **Projects and activities aimed at enhancing the quality of pre-school, primary and secondary education and student accommodation** | **19.600.319,96** |
|  | Preschool | *700.000,00* |
|  | Primary education | *7.411.840,55* |
|  | Secondary education | *10.432.479,41* |
|  | Student accommodation | *1.056.000,00* |
| **2** | **Introduction of bilingual teaching in Serbian and English language** | **3.379.000,00** |
|  | Primary education | *1.673.000,00* |
|  | Secondary education | *1.706.000,00* |
| **3** | **Infrastructure modernisation of preschool, primary and secondary schools and student accommodation institutions** | **241.659.360,25** |
|  | Pre-school | *41.129.202,62* |
|  | Primary education | *145.183.557,99* |
|  | Secondary education | *46.679.623,51* |
|  | Student accommodation | *2.666.976,13* |
| **4** | **Reimbursement of transportation costs to secondary school students in inter-city transport** | **151.000.000,00** |
| **5** | **Improvement of the French language teaching in primary schools in the territory of AP Vojvodina for the purpose of introducing the bilingual classes** | **590.468,54** |
| **6** | **Programme activity for adult education** | **999.996,00** |
|  | **Total** | **417.229.144,75** |

**Data for 2022:**

**FINANCIAL PLAN OF THE PROVINCIAL SECRETARIAT FOR EDUCATION, REGULATIONS, ADMINISTRATION AND NATIONAL MINORITIES–NATIONAL COMMUNITIES FOR 2022**

**(January, 2022)**

|  |  |  |
| --- | --- | --- |
| **Sources of financing for Chapter 06 00:** | | |
| 01 00 | General revenues and receipts from the budget | 808.339.119,37 |
| 07 08  *733131* | Тransfers from other levels of government – earmarked and non-earmarked transfers from the republic budget to local self-government units  *Current transfers from the Republic to the benefit of the level of AP Vojvodina* | 576.000.000,00 |
| 07 13  *733131* | Тransfers from other levels of government – transfer funds from the republic budget for expenditures of the employees in the field of education  *Current transfers from the Republic to the benefit of the level of AP Vojvodina* | 32.456.496.000,00 |
| 13 00 | Unallocated surplus of revenue and receipts from previous years | *104.444.361,97* |
| **Total for Chapter 06 00:** | | **33.945.279.481,34** |

|  |  |  |
| --- | --- | --- |
| **Sources of financing for Chapter 06 01:** | | |
| 01 00 | General revenues and receipts from the budget | 28.272.229,00 |
| 04 00  *742331* | Own revenues of budget beneficiaries  *Revenues earned by the authorities of AP Vojvodina via their own activities* | 400.000,00 |
| 13 06  *321311* | Unallocated revenue surplus from previous years – additional funds  *Unallocated surplus of revenue and receipts from previous years* | 170.000,00 |
| **Total for Chapter 06 01:** | | **28.842.229,00** |

|  |  |  |
| --- | --- | --- |
| **Sources of financing for Chapter 06 00:** | | |
| 01 00 | General revenues and receipts from the budget | 25.000.000,00 |
| 07 00  733135  733235 | Тransfers from other levels of government  Current transfers from the municipalities to the benefit of AP Vojvodina  Capital earmarked transfers, in the narrow sense, from the municipalities to the benefit of AP Vojvodina level | 25.000.000,00  23.400.000,00  1.600.000,00 |
| **Total for Chapter 06 02:** | | **50.000.000,00** |
| **Total for section 06** | | **34.024.121.710,34** |

# Provincial Secretariat for Education, Administration, Regulations and National Minorities- National Communities

# 13. DATA ON PUBLIC PROCUREMENT

# Public Procurement Plan for 2017:

Public Procurement Plan for 2017 Encompasses: Date of adoption:

Provincial Secretariat for Education, Regulations and National Minorities – Public procurement plan for 2017 20 January 2017

National Communities

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Number** | **Subject of procurement** | **Estimated value of PP without VAT** | **Type of procedure** | **Framework date** | | |
| **Commencement of procedure** | **Contract signing** | **Contract execution** |
| **TOTAL** | | **26.880,220** |  | | | |
| **GOODS** | | **1,749.999** |  | | | |
| 1.1.1. | Procurement of translation software | 1666666 | SVPP\* | 3/2017 | 4/2017 | 5/2017 |
| 1.1.2 | Computer software for regular purposes | 83333 | SVPP | 6/2017 | 7/2017 | 7/2017 |
| **SERVICES** | | **25.130.221** |  |  |  |  |
| 1.2.1. | Printing of the Official Journal of APV | 16130836 | Open procedure | 2/2017 | 3/2017 | 3/2017 |
| 1.2.2 | Publication of advertisements in the media | 1191052 | SVPP | 7/2017 | 8/2017 | 8/2017 |
| 1.2.3. | Study tour organisation services | 1558333 | SVPP | 6/2017 | 7/2017 | 8/2017 |
| 1.2.4. | Translation services | 6250000 | Open procedure | 4/2017 | 5/2017 | 6/2017 |
| \*small value public procurement  Date and placeSeal Authorised person  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  Livia Korponai    Responsible person  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Mihály Nyilas  **Date of printing: 20 January 2017 Public procurement administration application Page 1 of 1** | | | | | | |
|  | | | | | | |

# AMENDMENT TO THE Public Procurement Plan for 2017 (19 July 2017)

Public Procurement Plan for 2017 Encompasses: Date of adoption:

Provincial Secretariat for Education, Regulations and National Minorities – Public procurement plan for 2017 20 January 2017

National Communities Amendment no. 128-46/2017-1 19 July 2017

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Number** | **Subject of procurement** | **Estimated value of PP without VAT** | **Type of procedure** | **Framework date** | | |
| **Commencement of procedure** | **Contract signing** | **Contract execution** |
| **TOTAL** | | **22,338,554** |  | | | |
| **GOODS** | | **1,666,666** |  | | | |
| 1.1.1 | Procurement of translation software | 1.666.666 | SVPP\* | 3/2017 | 4/2017 | 5/2017 |
| 1.1.2 | Computer software for regular purposes | 83.333 | SVPP | 6/2017 | 7/2017 | 7/2017 |
| Amendment No: 128-48/2017-1:adopted on 19 July 2017; Public procurement plan for 2017 from 20 January 2017; procedure: DELETED; explanation: harmonisation with the APV Budget revision for 2017 | | | | | |
| **SERVICES** | | **20.671.888** |  |  |  |  |
| 1.2.1 | Printing of the Official Journal of APV | 16.130.836 | Open procedure | 2/2017 | 3/2017 | 3/2017 |
| 1.2.2 | Publication of advertisements in the media | 1.191.052 | SVPP | 7/2017 | 8/2017 | 8/2017 |
| 1.2.3 | Study tour organisation services | 3.350.000 | SVPP | 8/2017 | 9/2017 | 9/2017 |
| Amendment No: 128-48/2017-1: adopted on 19 July 2017; Public procurement plan for 2017 from 20 January 2017; procedure: AMENDED; explanation: harmonisation with the APV Budget revision for 2017 | | | | | |
| 1.2.4 | Translation services | 6.250.000 | Open procedure | 4/2017 | 5/2017 | 6/2017 |
| Amendment No: 128-48/2017- 1:adopted on 19 July 2017; Public procurement plan for 2017 from 20 January 2017; procedure: DELETED; explanation: harmonisation with the APV Budget revision for 2017 | | | | | |

**Date of printing: 19 July 2017 Public procurement administration application Page 1 of 2**

**Implementation of public procurement procedures in 2017:**

In 2017, September inclusive, public procurement procedures were realised under numbers 1,2,3,4 of the amended Public Procurement Plan. The Decision on Awarding the Contract in stated procedures, as well as other documentation which is published, are available on the Public Procurement Portal **(**[**http://portal.ujn.gov.rs/**](http://portal.ujn.gov.rs/)**)** and website of the Provincial Secretariat **(**[**http://www.puma.vojvodina.gov.rs/**](http://www.puma.vojvodina.gov.rs/)**):**

1. Public procurement of goods-software for translation JHMB 2/2017- in the small value public procurement procedure, the contracted value was 1.319.515,20 RSD , VAT excluded, link: <http://www.puma.vojvodina.gov.rs/etext.php?ID_mat=7674>

2. Public procurement of services-printing of the Official Journal of APV JHOP 1/2017, in an open procedure, the contracted value was 16.130.836.00 RSD, VAT excluded, the contract concluded on 24 March 2017 with the Magyar Szo, from Novi Sad, as the Supplier, link: <http://www.puma.vojvodina.gov.rs/etext.php?ID_mat=7540>

3. Public procurement- Publication of advertisements in the media, JHMB 3/2017 in the small value public procurement procedure, the contracted value was 1.191.052,00 RSD , VAT excluded, link: <http://www.puma.vojvodina.gov.rs/etext.php?ID_mat=8195>

4. Public procurement of services- Study tour organisation services, JHMB 4/2017, in the small value public procurement procedure, the contracted value was 2.685.000,00 RSD , VAT excluded, link: <http://www.puma.vojvodina.gov.rs/etext.php?ID_mat=8169>.

In 2017, the second quarter inclusive, the procedures which were implemented were those to which the Public Procurement Law does not apply. In accordance with quarterly reports which was sent to the Public Procurement Administration, the total amount which was disbursed, was as follows:

1. Basis for exemption -Article 7.1.12, (working outside employment): 1.573.000,00 RSD, VAT excluded.

2. Basis for exemption -Article 39.2 (2 (procurements whose values do not exceed the lower limit for small value public procurement procedure): 737.000,00 RSD, VAT excluded.

# Public Procurement Plan for 2018

Encompasses: Public Procurement Plan of the Date of adoption:

Provincial Secretariat for Education, Regulations and National Minorities – 2 February 2018

National Communities

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Number** | **Subject of procurement** | **Estimated value of PP without VAT** | **Type of procedure** | **Framework date** | | |
| **Commencement of procedure** | **Contract signing** | **Contract execution** |
|  | **TOTAL** | **3.783.334** |  |  |  |  |
|  | **GOODS** | **3.783.334** |  |  |  |  |
| 1.2.1. | Publication of advertisements in the media in the Serbian language | 300000 | SVPP\* | 2/2018 | 2/2018 | 12/2018 |
| 1.1.2 | Organisation of educational trip in relation to the project Affirmation of Multiculturalism and Tolerance in Vojvodina | 2750000 | SVPP | 7/2018 | 8/2018 | 10/2018 |
| 1.2.3. | Software maintenance | 733334 | SVPP\* | 2/2018 | 3/2018 | 3/2018 |

\*small value public procurement

Date and place: 2 February 2018, Novi Sad Official seal affixed hereto Authorised person, Livia Korponai, signed

Responsible person, Mihály Nyilas, signed

**Date of printing: 2 February 2018 Public procurement administration application Page 1 of 1**

# Public Procurement Plan for 2018

# Provincial Secretariat for Education, Administration, Regulations and National Minorities- National Communities

Encompasses: Public Procurement Plan of the Date of adoption:

Provincial Secretariat for Education, Regulations and National Minorities – 2 February 2018

National Communities

Amendment no. 128-404-59/2018-03-01 27 April 2018

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Number** | **Subject of procurement** | **Estimated value of PP without VAT** | **Type of procedure** | **Framework date** | | |
| **Commencement of procedure** | **Contract signing** | **Contract execution** |
|  | **TOTAL** | **16.168,934** |  |  |  |  |
|  | **GOODS** | **16.168,934** |  |  |  |  |
| 1.2.1. | Publication of advertisements in the media in the Serbian language | 300000 | SVPP\* | 2/2018 | 2/2018 | 12/2018 |
| 1.2.2 | Organisation of educational trip in relation to the project Affirmation of Multiculturalism and Tolerance in Vojvodina | 2750000 | SVPP | 7/2018 | 8/2018 | 10/2018 |
| 1.2.3. | Software maintenance | 733334 | SVPP\* | 2/2018 | 3/2018 | 3/2018 |
| 1.2.4.  - | Printing of the Official Journal of APV, Registry and the Collection of Regulations | 12385600 | Open procedure | 5/2018 | 6/2018 | 5/2019 |
| Amendment no. 128-404-59/2018-03-01; adopted on 27.4.2018; Public Procurement Plan of the Provincial Secretariat for Education, Administration, Regulations and National Minorities- National Communities dated 2.2.2018; procedure: ADDED Explanation: With the implementation of the old contract the conditions have been met for launching new public procurement. With the Adoption of the amendments of the Provincial Assembly Decision on the Publication of Regulations, the conditions have been met for launching new public procurement | | | | | |

\*small value public procurement

**Date of printing: 27 April 2018 Public procurement administration application Page 1 of 2**

EXPLANATION OF THE AMENDMENT OF THE PLAN

Amendment no. 128-404-59/2018-03-01; adopted on 27.4.2018; Public Procurement Plan of the Provincial Secretariat for Education, Administration, Regulations and National Minorities- National Communities dated 2.2.2018;

Addition of new procedures of public procurements in accordance with the funds allocated by the budget of APV.

Place and date: Novi Sad, 27 April 2018 Official seal affixed hereto

Authorised person: Livia Korponai, signed

Responsible person: Nyilas Mihály, signed

**Date of printing: 27 April 2018 Public procurement administration application Page 2 of 2**

# Public Procurement Plan for 2018

# Provincial Secretariat for Education, Administration, Regulations and National Minorities- National Communities

Encompasses: Public Procurement Plan of the Date of adoption:

Provincial Secretariat for Education, Regulations and National Minorities – 2 February 2018

National Communities

Amendment no. 128-404-59/2018-03-01 27 April 2018

Amendment no. 128-404-59/2018-03-02 13 July 2018

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Number** | **Subject of procurement** | **Estimated value of PP without VAT** | **Type of procedure** | **Framework date** | | |
| **Commencement of procedure** | **Contract signing** | **Contract execution** |
| **TOTAL** | | **32.835,601** |  | | | |
| **GOODS** | | **16.666,667** |  | | | |
| 1.1.1 | Procurement of Office 365 Education Platform – licences for Microsoft software | 16666666,67 | Open procedure | 7/2018 | 9/2018 | 9/2018 |
| Amendment no. 128-404-59/2018-03-2; adopted on 13.7.2018; Public Procurement Plan of the Provincial Secretariat for Education, Administration, Regulations and National Minorities- National Communities dated 2.2.2018; procedure: ADDED Explanation: Funds for the procurement of licences for schools earmarked in the current budget reserve | | | | | |
| **SERVICES** | | **16.168,934** |  | | | |
| 1.2.1 | Publication of advertisements in the media in the Serbian language | 300000 | SVPP\* | 2/2018 | 2/2018 | 12/2018 |
| 1.2.2 | Organisation of educational trip in relation to the project Affirmation of Multiculturalism and Tolerance in Vojvodina | 2750000 | SVPP\* | 7/2018 | 8/2018 | 10/2018 |
| 1.2.3. | Software maintenance | 733334 | SVPP\* | 2/2018 | 3/2018 | 3/2018 |
| 1.2.4. | Printing of the Official Journal of APV, Registry and the Collection of Regulations | 12385600 | Open procedure | 5/2018 | 6/2018 | 5/2018 |
| Amendment no. 128-404-59/2018-03-01; adopted on 27.4.2018; Public Procurement Plan of the Provincial Secretariat for Education, Administration, Regulations and National Minorities- National Communities dated 2.2.2018; procedure: ADDED  Explanation: With the implementation of the old contract, the conditions have been met for launching new public procurement. With the Adoption of the amendments of the Provincial Assembly Decision on the Publication of Regulations, the conditions have been met for launching new public procurement | | | | | |

\*small value public procurement

**Date of printing: 13 July 2018 Public procurement administration application Page 1 of 2**

EXPLANATION OF THE AMENDMENT OF THE PLAN

Amendment no. 128-404-59/2018-03-01; adopted on 27.4.2018; Public Procurement Plan of the Provincial Secretariat for Education, Administration, Regulations and National Minorities- National Communities dated 2.2.2018;

Addition of new procedures of public procurements in accordance with the funds allocated by the budget of APV.

Amendment no. 128-404-59/2018-03-2; adopted on 13.7.2018; Public Procurement Plan of the Provincial Secretariat for Education, Administration, Regulations and National Minorities- National Communities dated 2.2.2018

Supplementing the public procurement plan

Place and date: Novi Sad, 13 July 2018

Authorised person: Livia Korponai, signed

Responsible person: Nyilas Mihály, signed

**Date of printing: 13 July 2018 Public procurement administration application Page 2 of 2**

**Implementation of public procurement procedures in 2018:**

In 2017, September inclusive, public procurement procedures were realised under numbers 1.1.1, 1.2.1, 1.2.3 and 1.2.4 of the amended Public Procurement Plan. The Decisions on Awarding the Contract in stated procedures, as well as other documentation which is published, are available on the Public Procurement Portal **(**[**http://portal.ujn.gov.rs/**](http://portal.ujn.gov.rs/)**)** and website of the Provincial Secretariat **(**[**http://www.puma.vojvodina.gov.rs/**](http://www.puma.vojvodina.gov.rs/)**):**

1. Public procurement- Publication of advertisements in the media in the Serbian language, JHMB 1/2018 in the small value public procurement procedure, the contracted value was 300.000,00 RSD, VAT excluded, link: <http://www.puma.vojvodina.gov.rs/etext.php?ID_mat=8685>

2. Public procurement of services-software maintenance – software package SDL TRADOS STUDIO PROFESSIONAL 2017, ЈНМВ 2/2018, the contracted value was 579.374,62 RSD, VAT excluded, link: http://www.puma.vojvodina.gov.rs/etext.php?ID\_mat=8690

1. Public procurement of services- software maintenance for the transfer of transfer funds PIV\_TRANS, ЈНМВ 3/2018, the contracted value was150.000,00 RSD, VAT excluded, link: <http://www.puma.vojvodina.gov.rs/etext.php?ID_mat=8699>

4. Public procurement of services – printing formed in sections Section 1 – printing of the Official Journal of APV and Section 2 – printing of Registry and Collection of Regulations, JHOP 4/2018, in an open procedure, the contracted value was for Section 1: 8.294.690,91 RSD, VAT excluded, and for Section 2: 3.672.000,00, VAT excluded, link: http://www.puma.vojvodina.gov.rs/etext.php?ID\_mat=8969

5. Public procurement of goods- Licences for the use of Office 365 Education A3 Platform, in an open procedure, JHMB 5/2018, the contracted value was 16.608.750,00 RSD, VAT excluded, link: http://www.puma.vojvodina.gov.rs/etext.php?ID\_mat=9227

In 2018, the second quarter inclusive, the procedures which were implemented were those to which the Public Procurement Law did not apply. In accordance with quarterly reports which were sent to the Public Procurement Administration, the total amount which was disbursed, was as follows:

1. Basis for exemption -Article 7.1.12, (working outside employment): 2.310.000,00 RSD, VAT excluded

2. Basis for exemption -Article 39.2 (2 -procurements whose values do not exceed the lower limit for small value public procurement procedure: 1.840.000,00 RSD, VAT excluded.

# Public Procurement Plan for 2019

Encompasses: Public Procurement Plan of the Date of adoption:

Provincial Secretariat for Education, Regulations and National Minorities – 29 January 2019

National Communities

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Number** | **Subject of procurement** | **Estimated value of PP without VAT** | **Type of procedure** | **Framework date** | | |
| **Commencement of procedure** | **Contract signing** | **Contract execution** |
|  | **TOTAL** | **23.172.236** |  |  |  |  |
|  | **GOODS** | **23.172.236** |  |  |  |  |
| 1.2.1. | Publication of Official Journal of the APV printing | 17522236,36 | Open procedure | 1/2019 | 3/2019 | 5/2020 |
| 1.2.2 | Publication of advertisements in the media | 1816666.67 | SVPP \* | 1/2019 | 2/2019 | 5/2020 |
| 1.2.3. | Organisation of educational trip in relation to the project Affirmation of Multiculturalism and Tolerance in Vojvodina | 3000000 | SVPP | 6/2019 | 7/2019 | 9/2019 |
| 1.2.4. | Translation software maintenance | 683333,33 | SVPP | 2/2019 | 3/2019 | 12/2019 |
| 1.2.5. | Maintenance of software for transfer of transverable funds | 150000 | SVPP | 2/2019 | 3/2019 | 12/2019 |

\*small value public procurement

Date and place: 29 January 2019, Novi Sad Official stamp affixed hereto Authorised person, Livia Korponai, signed

Responsible person, Mihály Nyilas, signed

**Date of printing: 29 January 2019 Public procurement administration application Page 1 of 1**

**Implementation of public procurement procedures in 2019:**

In 2019, 1 October 2019 inclusive, public procurement procedures were realised under numbers 1.2.1, 1.2.2, 1.2.4 and 1.2.5 of the Public Procurement Plan for 2019. The Decisions on Awarding the Contracts in stated procedures, as well as other documentation which is published, are available on the Public Procurement Portal **(**[**http://portal.ujn.gov.rs/**](http://portal.ujn.gov.rs/)**)** and website of the Provincial Secretariat **(**[**http://www.puma.vojvodina.gov.rs/**](http://www.puma.vojvodina.gov.rs/)**):**

1. Public procurement- Publication of advertisements in the media, JHMB 2/2019 and 5/2019 in the small value public procurement procedure, the contracted value was 1.816.666,67 RSD, VAT excluded, link: <http://www.puma.vojvodina.gov.rs/etext.php?ID_mat=9660>

http://www.puma.vojvodina.gov.rs/etext.php?ID\_mat=9743.

1. Public procurement of services-software maintenance – software package SDL TRADOS STUDIO PROFESSIONAL 2017, ЈНМВ 4/2019, in the small value public procurement procedure, the contracted value was 660.592,80 RSD, VAT excluded, link:

<http://www.puma.vojvodina.gov.rs/etext.php?ID_mat=9663>.

3.Public procurement of services- software maintenance for the transfer of transfer funds PIV\_TRANS, ЈНМВ 3/2019, in the small value public procurement procedure, the contracted value was150.000,00 RSD, VAT excluded, link: <http://www.puma.vojvodina.gov.rs/etext.php?ID_mat=8699>.

1. Public procurement of services – printing formed in sections Section 1 – printing of the Official Journal of APV and Section 2 – printing of Registry of Regulations, JHOP 1/2019, in an open procedure, the contracted value was for Section 1: 17.250.236,36 RSD, VAT excluded, and for Section 2: 271.800,00, VAT excluded, link: <http://www.puma.vojvodina.gov.rs/etext.php?ID_mat=9654>.

In 2019, the second quarter inclusive, the procedures which were implemented were those to which the Public Procurement Law did not apply. In accordance with quarterly reports which were sent to the Public Procurement Administration, the total amount which was disbursed, was as follows:

1. Basis for exemption -Article 7.1.12, (working outside employment): 8.490.000,00 RSD, VAT excluded.

2. Basis for exemption -Article 39.2 (2 -procurements whose values do not exceed the lower limit for small value public procurement procedure: 960.000,00 RSD, VAT excluded.

# Public Procurement Plan for 2020

Encompasses: Public Procurement Plan for 2020 of the Date of adoption:

Provincial Secretariat for Education, Regulations and National Minorities – 28 January 2020

National Communities

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Number** | **Subject of procurement** | **Estimated value of PP without VAT** | **Type of procedure** | **Framework date** | | |
| **Commencement of procedure** | **Contract signing** | **Contract execution** |
|  | **TOTAL** | **36.593.939** |  |  |  |  |
|  | **GOODS** | **36.593.939** |  |  |  |  |
| 1.2.1. | Publication of advertisements in the media formed in sections (Serbian, Hungarian, Romanian and Croatian) | 3250000 | SVPP\* | 2/2020 | 2/2020 | 3/2021 |
| 1.1.2 | Publication of advertisements in the media formed in sections (Slovak and Rusyn) | 833333,33 | SVPP | 5/2020 | 5/2020 | 6/2021 |
| 1.2.3. | Publication of Official Journal of the APV and registry of regulations’ printing services | 14427272,73 | Open procedure | 2/2020 | 3/2020 | 3/2021 |
| 1.2.4. | Maintenance of software for transfer of transverable funds | 150000 | SVPP | 2/2020 | 2/2020 | 12/2020 |
| 1.2.5. | software maintenance – software package SDL TRADOS | 916566.67 | SVPP | 2/2020 | 2/2020 | 12/2020 |
| 1.2.6. | Organisation of educational trip service | 2850000 | Open procedure | 7/2020 | 8/2020 | 9/2020 |
| 1.2.7. | Translation services | 14166666,66 | Open procedure | 4/2020 | 5/2020 | 6/2021 |

\*small value public procurement

Date and place: 28 January 2020, Novi Sad Official seal affixed hereto Authorised person, Livia Korponai, signed

Responsible person, Mihály Nyilas, signed

**Date of printing: 28 January 2020 Public procurement administration application Page 1 of 1**

# Public Procurement Plan for 2020

Encompasses: Public Procurement Plan for 2020 of the Date of adoption:

Provincial Secretariat for Education, Regulations and National Minorities – 28 January 2020

National Communities

Amendment number: 1 2 March 2020

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Number** | **Subject of procurement** | **Estimated value of PP without VAT** | **Type of procedure** | **Framework date** | | |
| **Commencement of procedure** | **Contract signing** | **Contract execution** |
|  | **TOTAL** | **42.048.485** |  |  |  |  |
|  | **GOODS** | **42.048.485** |  |  |  |  |
| 1.2.1. | Publication of advertisements in the media formed in sections (Serbian, Hungarian, Romanian and Croatian) | 3250000 | SVPP\* | 2/2020 | 2/2020 | 3/2021 |
| 1.2.2 | Publication of advertisements in the media formed in sections (Slovak and Rusyn) | 833333,33 | SVPP | 5/2020 | 5/2020 | 6/2021 |
| 1.2.3. | Printing of Official Journal of the APV and registry of regulations’ printing services | 19881818,18 | Open procedure | 2/2020 | 3/2020 | 3/2021 |
| Amendment no. 1, adopted on 2 March 2020, Plan: Public procurement plan for 2020 of 28 January. Procedure: AMENDED; explanation: for printing services of Official Journal of the APV and registry of regulations additional funds were secured, thus the estimated value has increased. | | | | | |
| 1.2.4. | Maintenance of software for transfer of transferable funds | 150000 | SVPP | 2/2020 | 2/2020 | 12/2020 |
| 1.2.5. | software maintenance – software package SDL TRADOS | 916566.67 | SVPP | 2/2020 | 2/2020 | 12/2020 |
| 1.2.6. | Organisation of educational trip service | 2850000 | Open procedure | 7/2020 | 8/2020 | 9/2020 |
| 1.2.7. | Translation services | 14166666,66 | Open procedure | 4/2020 | 5/2020 | 6/2021 |

\*small value public procurement

**Date of printing: 2 March 2020 Public procurement administration application Page 1 of 2**

**Implementation of public procurement procedures in 2020:**

In 2020, the following public procurement procedures were implemented:

* Public procurement- software maintenance for the transfer of transfer funds PIV\_TRANS (<http://www.puma.vojvodina.gov.rs/text.php?vr=2&page=1>).
* Public procurement – Publication of advertisement in the media

(<http://www.puma.vojvodina.gov.rs/text.php?vr=2&page=1>).

* Public procurement of services-software maintenance – software package SDL TRADOS PROFESSIONAL 2019. (<http://www.puma.vojvodina.gov.rs/text.php?vr=2&page=1>).
* Public procurement of services – printing formed in sections Section 1 – printing of the Official Journal of APV and Section 2 – printing of Registry of Regulations for 2019

(<http://www.puma.vojvodina.gov.rs/text.php?vr=2&page=1>).

# Public Procurement Plan for 2021:

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| PUBLIC PROCUREMENT PLAN | | | | | | | | | | |
| Procurer | **Provincial Secretariat for Education, Regulations, Administration and National Minorities-National Communities** | | | | | | | | | |
| Year of plan | **2021** | | | | | | | | | |
| Plan version | **1** | | | | | | | | | |
| Adoption date | **13 April 2021** | | | | | | | | | |
| No. | Subject  type | Public  procurement  subject | Esti-  mated  value | Procedure type | Indicative  starting  time | CPV | NUTS for  Implementation/delivery | Techno-logy | Implemented  by  other procurer | Note |
| 0001 | Servi-ces | Printing of Official journal and Registry of regulations |  | Open  procedure | 2nd quarter | 79800000-Printing and related services | RS12 – Vojvodina region |  |  |  |

In 2021, the following public procurement procedures were implemented.

Public procurement of services – printing formed in sections Section 1 – printing of the Official Journal of APV and Section 2 – printing of Registry of Regulations for 2020 (<https://jnportal.ujn.gov.rs/> ).

## 14. DATA ON STATE AID

Subsidies given to ethnic communities’ organisations based in the territory of the AP Vojvodina, and to cities and municipalities, having a national minority language and script in the official use, appropriated by this Secretariat based on the call for proposals, are not considered state aid. In fact, based on the opinion of the Commission for State Aid Control of the Ministry of Finance, these funds are not subject to regulations governing control, reporting and assessing the eligibility of state aid, since this kind of co-financing does not distort the market competition, nor is there a risk of its distortion.

**15. INFORMATION ON DISBURSED SALARIES, WAGES AND OTHER EARNINGS**

Pursuant to Article 197 of the Law on Employees in Autonomous Provinces and Local Self-government Units (“Official Gazette of the RS”, No. 21/16; 95/2018 and 113/2017 – state Law and 114/21) and Article 30 of the Provincial Assembly Decision on the Provincial Administration (“Official Journal of APV“ no. 37/14 and 54/14 – second decision, 37/16 and 29/2017, 24/19, 66/20 and 38/21), the Rulebook on Internal Organisation and Systematisation of Job Positions at the Provincial Secretariat was adopted. According to this Rulebook, the arrangement of job positions at the Secretariat in December 2021 is presented in the Table 1 below.

*Table 1: Overview of the number of provincial employees in executive and operating positions at the Provincial Secretariat in December 2021, pursuant to the applicable Rulebook on the Internal Organisation and Systematisation of Job Positions at the Provincial Secretariat. The position of the Deputy Provincial Secretary is not systematized.*

1.Overview of the number of office holders:

|  |  |  |
| --- | --- | --- |
| 1. | Under-Secretary (group 1) | 1 |
| 2. | Assistant Provincial Secretary (group 2) | 5 |
| TOTAL | | **6** |

2.Overview of the number of job positions according to titles and occupations at the Secretariat :

|  |  |  |  |
| --- | --- | --- | --- |
|  |  | No. of job positions | No. of employees |
| 1. | Senior Counsellor | 9 | 9 |
| 2. | Independent Counsellor | 19 | 19 |
| 3. | Counsellor | 48 | 48 |
| 4. | Junior Counsellor | 3 | 3 |
| 5. | Associate | 1 | 1 |
| 6. | Junior Associate | 1 | 1 |
| 7. | Senior Administrative Officer | - | 8 |
|  | TOTAL |  | **89** |

Overview of the number of job positions of state employees classified into categories:

|  |  |  |
| --- | --- | --- |
| 1. | State employee (category 4) | 1 |
| TOTAL (1+2) | | **95** |

*Table 2:*

*Overview of coefficients in executive and operating positions at the Provincial Secretariat in December 2021, pursuant to the Provincial Assembly Decision on Salaries of Persons Elected by the AP Vojvodina Assembly (“Official Journal of the Autonomous Province of Vojvodina” no. 33/2012 and 7/2013) and Provincial Decree on Salaries, Compensations, Redundancy Benefits and other Earnings of Persons Appointed and Employed in the AP Vojvodina Authorities (“Official Journal of the APV”, no.27/12, 35/12, 9/13, 16/14, 40/14, 1/15, 44/15m 61/16, 30/17, 26/18, 28/19, 16/20 and 68/20).*

*The above-specified provincial decree are applicable until the passage of the law regulating salaries of employees in AP Vojvodina authorities.*

|  |  |  |  |
| --- | --- | --- | --- |
| **No.** | **Position** | **Basic coefficient** | **Additional coefficient** |
| 1 | Deputy Provincial Secretary | 10,35 | / |
| 2 | Under-Secretary | 22,00 | 18,00 |
| 3 | Assistant Provincial Secretary | 21,50 | 18,00 |

*Coefficients for the calculation and payment of salaries of employees are:*

|  |  |  |  |
| --- | --- | --- | --- |
| Position and Occupation | Salary category | Basic coefficient | Additional coefficient |
| Senior Counsellor | I | 12.05 | 16.80 |
| Independent Counsellor | II | 12.05 | 15.50 |
| Counsellor /I Grade Employee | III | 10.77 | 15.00 |
| Junior Counsellor/II Grade Employee | IV | 10.45 | 11.50 |
| Associate/III Grade Employee | V | 9.91 | 7.19 |
| Junior Associate | VI | 8.95 | 58.33 |
|  | | | |
| Senior Administrative Officer/ IV Grade Employee | VII | 8.85 | 3.03 |
| Administrative Officer | VIII | 8.85 | 3.00 |
| Junior Administrative Officer | IX | 8.74 | 1.85 |
| V Grade Employee | X | 6.40 | 14.05 |

Salaries and compensations for each month in 2021, were disbursed to the Deputy Provincial Secretary, Under-Secretary and appointed persons, as follows:

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Мonth** | | | | | | | |
| **January** | **February** | **March** | **April** | **Мay** | **Јune** | **Јuly** | **Аugust** |
| 1.083.196,84 | 1.112.675,05 | 1.148.327,41 | 1.141.427,60 | 1.116.427,60 | 1.128.215,87 | 1.145.215,87 | 1.133.117,95 |
| September | Оctober | November | December |
| 1.151.372,51 | 1.151.090,10 | 1.124.476,80 | 1.157.036,04 |

Salaries and compensations for each month in 2021, were disbursed to employed civil servants of the Provincial Secretariat, as follows:

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Мonth** | | | | | | | |
| **January** | **February** | **March** | **April** | **Мay** | **Јune** | **Јuly** | **Аugust** |
| 12.040.997,17 | 12.460.324,26 | 12.689.776,47 | 12.841869,74 | 12.833.300,38 | 12.944.235,38 | 12.972.508,29 | 12.963.018,37 |
| September | Оctober | November | December |
| 12.995.056,71 | 12.999.812,66 | 13.005.546,06 | 11.560.090,21 |

Compensations were disbursed in 2021, as follows:

|  |  |  |
| --- | --- | --- |
| **TITLE** | **Basis** | **Amount paid in the period from 01 January 2021 until 31 December 2021** |
| Secretary | Compensation for the member of the examination committee | 876.100,63 |
| Deputy Provincial Secretary | Compensation for the member of the examination committee; Anniversary Financial Award | 255.337,27 |
| Under-Secretary | Employee’s travel expenses | 23.412,74 |
| Assistant to the Provincial Secretary for Administration | Employee’s travel expenses; Compensation for the member of the examination committee; Solidarity allowance | 366.048,46 |
| Assistant to the Provincial Secretary for Regulations | Employee’s travel expenses; Compensation for the member of the examination committee; Presents for employee’s children | 266.241,32 |
| Assistant to the Provincial Secretary for Material and Financial Affairs | Employee’s travel expenses; Compensation for the member of the examination committee | 123.379,24 |
| Assistant to the Provincial Secretary for Education | Employee’s travel expenses; Compensation for the member of the examination committee; Solidarity allowance | 132.100,59 |
| Assistant to the Provincial Secretary for National Minorities-National Communities | Employee’s travel expenses | 73.249,15 |
| Employees | Employee’s travel expenses; financial aid; solidarity allowance in case of illness; temporary employment contract; Service contract; compensation for the member of the examination committee; severance pay; per diems for business trips in the country; anniversary financial award; travel and accommodation expenses for business trips abroad; payments pursuant to court rulings | 1.025.022,90 |

# 16. INFORMATION ON THE WORK EQUIPMENT

The Provincial Secretariat for Education, Regulations, Administration and National Minorities – National Communities occupies the offices within the building of the Provincial Government (the “Banovina“ Building) at 16 Mihajla Pupina Boulevard in Novi Sad.

The Provincial Secretariat for Education, Regulations, Administration and National Minorities – National Communities uses the following movable assets which are property of the Autonomous Province of Vojvodina:

|  |  |
| --- | --- |
| PROVINCIAL GOVERNMENT | Date: 2 December 2015 |
| NOVI SAD, 16 Mihajla Pupina Blvd. | Page: 1 |

**Total for basic equipment with values**

On: 31 December 2014 (Osp061)

Sorted by Organisational Units and Groups

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Code | Name | Quantity | Purchase value | Deduction | Current value |
| 000089 | The Provincial Secretariat for Education, Regulations, Administration and National Minorities – National Communities | 1.142 | 13.819.974,07 | 9.943.828,81 | 3.876.145,26 |
| 485 | Air-conditioning unit | 37 | 978.625,05 | 963.037,40 | 15.587,65 |
| 681-2 | Device for incoming and outgoing material | 3 | 56.056,50 | 15.041,88 | 41.014,62 |
| 681-35 | TV | 1 | 0,00 | 0,00 | 0,00 |
| 681-37 | Video and DVD player | 1 | 71.797,10 | 65.155,86 | 6.641,24 |
| 683-12 | Telephone | 74 | 586.656,20 | 108.371,18 | 478.285,02 |
| 683-13 | Telephone (mobile) | 5 | 80.454,68 | 69.008,83 | 11.445,85 |
| 683-14 | Telephone (equipment) | 2 | 50.434,40 | 9.246,30 | 41.188,10 |
| 683-18 | Fax machine | 8 | 112.830,91 | 96.718,59 | 16.112,32 |
| 746-11 | Cameras and camcorders | 2 | 39.500,00 | 39.500,00 | 0,00 |
| 746-2 | Photocopiers | 3 | 114.253,50 | 99.656,71 | 14.596,79 |
| 751-11 | Cabinets, showcases and lockers | 208 | 1.286.913,17 | 1,089.531,02 | 197.382,15 |
| 751-15 | Desks | 222 | 1.806.720,82 | 1.689.850,51 | 116.870,31 |
| 751-16 | Chairs, armchairs | 305 | 1.765.574,06 | 1.305.014,45 | 460.559,61 |
| 751-19 | Other general purpose furniture | 7 | 7.277,37 | 7.277,37 | 0,00 |
| 751-31 | Office equipment (complete) | 1 | 51,38 | 51,38 | 0,00 |
| 751-41 | Cabinets and lockers (metal) | 6 | 0,00 | 0,00 | 0,00 |
| 751-48 | Hangers | 37 | 27.895,97 | 26.101,91 | 1.794,06 |
| 752-11 | Chandeliers and lamps | 3 | 3.747,67 | 3.747,67 | 0,00 |
| 753-12 | Carpets | 12 | 277.728,04 | 271.436,84 | 6.291,20 |
| 761-11 | Typewriters | 1 | 1.000,00 | 125,00 | 875,00 |
| 761-31 | Calculators | 2 | 0,00 | 0,00 | 0,00 |
| 761-33 | Computers | 98 | 3.744.605,26 | 3.095.026,54 | 649.578,72 |
| 761-34 | Laptop computers | 7 | 426.459,92 | 243.921,02 | 182.538,90 |
| 761-4 | Printers and scanners | 60 | 786.389,56 | 710.008,35 | 76.381,21 |
| 761-41 | Duplicating device | 1 | 0,00 | 0,00 | 0,00 |
| 776-3 | Cooling devices | 2 | 36.000,00 | 36.000,00 | 0,00 |
| 799-11 | Paintings | 34 | 1.559.002,51 | 0,00 | 1.559.002,51 |
| Total: |  | 1.142 | 13.819.974,07 | 9.943.828,81 | 3.876.145,26 |

**17. STORING THE DATA MEDIA**

Data media containing information produced during the performance of activities or regarding the activities of the Provincial Secretariat are stored:

1. at the archives with files located in the Records and Filing Office of the Department for Technical and Administrative Services of Provincial Authorities where the material is classified, stored and archived on the shelves and in the cabinets;

2. in electronic database located in the premises of the Department for Technical and Administrative Services of Provincial Authorities where they are kept by the person authorised for administration of the Department`s IT network;

3. at the Human Resources Service, where personnel records are kept;

4. at the Department for Technical and Administrative Services of Provincial Authorities, where inventory lists of equipment and work instruments are kept.

Documentation, or data media is kept while applying appropriate protection measures in compliance with the Law on General Administrative Procedure, Regulations concerning the Office Management (Decree on the Office Management of Public Administrative Authorities 80/92 and the Instructions on the Office Management of Public Administrative Authorities 10/93 and 14/93) and archival records.

**18. TYPES OF OWNED INFORMATION**

The data owned by the Secretariat comprises documents which are the result of activities or are related to activities of the Secretariat and they include: data which are referred to sessions of the Provincial Government, proposed regulations, legal opinions, official records, concluded agreements, rulebooks and instructions.

All of the abovementioned information is kept in the manner and within the deadlines prescribed by regulations governing the office management.

**19. TYPES OF INFORMATION THE PUBLIC AUTHORITY GIVES ACCESS TO**

Pursuant to the provisions of the Law on Free Access to Information of Public Importance, the Provincial Secretariat provides persons requesting a particular piece of information with all the information at its disposal and information resulting from the Secretariat’s activities; it provides an insight into the document containing the requested piece of information or issues a copy of it except in cases when the requirements for excluding or limiting the free access to the information of public importance have been made.

**20. INFORMATION ON SUBMISSION OF REQUEST FOR ACCESS TO INFORMATION**

In terms of the Law on Free Access to Information of Public Importance (“Official Gazette of the RS”, No. 120/04, 54/07, 104/09 and 36/10), information of public importance is the information which is at disposal of a public authority, produced in the course of work of that public authority or with regard to it and which is comprised in certain document, referring to anything the public has the reasonable interest to know.

A person requesting certain information of public interest submits a written request to the Provincial Secretariat for Culture and Public Information in order to exercise their right to access the information of public importance. The request needs to include the name of the authority, first name and last name of the requester and description of the requested piece of information as accurate as possible.

The request may contain other data facilitating the search for the requested information.

The requester should also indicate in their request the manner in which they wish to have the requested information delivered to them (by mail, e-mail, fax or in some other manner).

The requester does not have to provide their reasons for the request.

If the request does not include all data, that is, if it is not proper and complete, the authorised person asks for those deficiencies to be eliminated or they deliver the instructions on the completion of the request to the requester. If the requester fails to rectify those deficiencies within the prescribed time frame, not later than 15 days from the receipt of the instructions on the request completion and deficiencies are such that the request cannot be handled, the conclusion is made on the rejection of the request as untimely.

Access to information is also provided based on the oral request of the requester which is recorded in the minutes with such request being registered in the special records and deadlines which are applied for the written request also here. Not later than 15 days from the receipt of the request, the requester is notified of the existence of information, they are given an insight into the document containing the requested information or it is issued or its copy delivered to the requester. The copy of the document is sent to the requester on the day it is obtained from the Records and Filing Office.

If, for justifiable reasons, the Provincial Secretariat is unable to inform the requester about the existence of information or provide an insight into the document containing the requested information, issue or give a copy of that document within 15 days from receivong the request, it is obliged to promptly inform the requester thereof and define the subsequent deadline, which may not be longer than 40 days from the date of receiving the request, in the course of which it will inform the requester about its possession of such information and provide an insight into the document containing the requested information.

If the public authority fails to respond to the request within the prescribed time limit, the requester may file an appeal to the Commissioner.

Insight into the document containing the requested information is provided in the office premises of the Provincial Secretariat.

A person who is unable to inspect the document containing the requested information without being accompanied by another person is enabled to do so with a person accompanying them.

If the Provincial Secretariat grants the request, it will not issue a special decision on it but make an official note.

If the Secretariat refuses to inform the requester, either completely or partially, on its possession of information, or to provide them with an insight into the document containing the requested information, to issue or provide a copy of this document, it is obliged to pass a decision on the rejection of a request and to explain it in writing and instruct the requester to use legal remedies against such decision.

The Provincial Government prescribes a cost estimate based on which the authority calculates expenses from the previous paragraph. Journalists asking for the copy of a document for the purpose of them performing their professional tasks, associations for the protection of human rights when asking for the copy in order to achieve goals of the association and all persons asking for a certain piece of information referring to the threat to health or protection of health of the population or the protection of the environment are exempt from the obligatory payment of fees unless the information has already been published and made available in the country or on the Internet.

Requests for exercising the right to access information of public importance may be submitted via e-mail, telefax or via postal service using the following address: Provincial Secretariat for Education, Regulations, Administration and National Minorities – National Communities, Novi Sad, Bulevar Mihajla Pupina 16 or they may be submitted directly to the Reception Office of the Department for Technical and Administrative Services of Provincial Authorities at the same address.

More information may be found on the website of the Commissioner for the Information of Public Importance [www.poverenik.org.rs](http://www.poverenik.org.rs).

The request form for accessing information of public importance may be downloaded from the website of the Provincial Secretariat for Education, Regulations, Administration and National Minorities – National Communities, [www.puma.vojvodina.gov.rs](http://www.puma.vojvodina.gov.rs), in the section entitled Forms.

The person authorised to act upon requests for access to information of public importance in the field of education:

The person authorised to act upon requests for access to information of public importance in the field of administration and national communities is:

Vesna Rašetić

[**vesna.rasetic@vojvodina.gov.rs**](mailto:vesna.rasetic@vojvodina.gov.rs)

021/487-4396

# The person authorised to act upon requests for access to information of public importance in the field of education is:

Danijela Kostić

[danijela.kostić@vojvodina.gov.rs](mailto:danijela.kostić@vojvodina.gov.rs)

021/487-4401

**21. OVERVIEW OF REQUESTS, APPEALS AND OTHER IMMEDIATE MEASURES UNDERTAKEN BY INTERESTED PARTIES AND DECISIONS OF THE SECRETARIAT REGARDING THE SUBMITTED REQUESTS AND FILED APPEALS AND/OR RESPONSES TO OTHER IMMEDIATE MEASURES UNDERTAKEN BY INTERESTED PARTIES**

The following examples of requests may be used:

**REQUEST FORM FOR TAKING THE BAR EXAMINATION**

|  |
| --- |
| **Provincial Secretariat for Education, Regulations, Administration and National Minorities - National Communities**  16, Mihajla Pupina Blvd., Novi Sad  Tel. 021-487-43-83, Fax: 021-557-074 |
| **Request for taking the Bar Examination** |

|  |  |
| --- | --- |
| **PERSONAL INFORMATION** | |
| **Name and name of one parent** |  |
| **Surname** |  |
| **Date and place of birth** |  |
| **Residence** (address and place) |  |
| **ID card number and the Secretariat of Internal Affairs** |  |
| **Теlephone number** (home and mobile) |  |
| **Faculty of Law** |  |
| **Graduation date** |  |

|  |  |
| --- | --- |
| **EXAM INFORMATION** | |
| **I am applying for the exam:** | |
| ENTIRE EXAM (all seven courses) | **If only a portion of examination is applied for ( four courses at least)** *(please specify the courses applied):*  CONSTITUTIONAL LAW AND JUSTICE ORGANISATIONAL LAW  CRIMINAL LAW  CIVIL LAW  COMMERCIAL (ECONOMIC) LAW  INTERNATIONAL PRIVATE LAW  ADMINISTRATIVE LAW  LABOUR LAW |
| **Exam period\*** | (month, year) |

|  |  |
| --- | --- |
| **Evidence:** | |
| **I am providing the following evidence along with the request :** | |
|  | *Certificate of professional experience* |
|  | *Certified photocopy of the law faculty diploma* |
|  | *ID card (photocopy or scanned biometric ID card), along with the proof of the applicant's residence* |
|  | *Marriage certificate, in case the surname has been changed* |
|  | *Certificate by the Ministry of Justice of the Republic of Serbia stating that the applicant has not taken the bar examination in the previous two years before the examination boards established by the minister (to be provided only by applicants who changed their place of residence in the past six months, thereby acquiring residence in the territory of the AP Vojvodina).* |

**NOTIFICATION OF PERSONAL INFORMATION PROCESSING**

Pursuant to provisions of the Law on Protection of Personal Information, as regards the information contained in this request, the applicant shall be informed of the following:

* information is collected for the purpose of keeping the bar examination records and/or register, in conformity with the law;
* information is entered in the bar examination schedule, records and/or register;
* information shall be used by: the provincial civil servant employed at the Provincial Secretariat for Education, Regulations, Administration and National Minorities-National Communities authorised for the organisation of the bar exam and taking and keeping of records and/or register, as well as the examination board/commission members;
* information processing is conducted pursuant to the law and/or by-law regulating the organization of bar examination and register maintenance, or upon consent by the applicant;
* consent to the information processing may be revoked if the processing is conducted without any legal grounds, in writing or upon oral objection to the written records. The applicant shall be obliged to compensate the controller’s justifiable costs and damage, in conformity with the regulations regulating the responsibility for damage;
* controller, processor and user of the information about the applicant shall be subject to minor offence responsibility if they conduct the unpermitted processing of information.

**CONSENT TO PERSONAL INFORMATION PROCESSING**

I confirm with my signature, that I have been informed by the Provincial Secretariat for Education, Regulations, Administration and National Minorities – National Communities about the processing of personal information in conformity with the Law on Protection of Personal Information. By signing this request, I am giving my consent to processing of the information I have provided, pursuant to Article 3 of the specified law.

**STATEMENT BY THE APPLICANT**

I would like to take the exam in       language (to be filled only by those applicants who want to take the exam in a national minority language in the official use in the AP Vojvodina - Article 24 of the Statute of the AP Vojvodina).

|  |  |  |  |
| --- | --- | --- | --- |
| **Place** |  |  | **Applicant’s signature:** |
| **Date:** |  |  |  |

*\* Bar examinations are organised throughout the year (except in July and August), in the final week of each month.*

**Request forms for taking the state qualifying exam**

Provincial Secretariat for Education,

Regulations, Administration and

National Minorities - National Communities

16 Mihajla Pupina Blvd.

21000 NOVI SAD

**REQUEST FOR TAKING**

**THE STATE QUALIFYING EXAM**

**FOR CANDIDATES WITH HIGHER EDUCATION**

1) Name

2) Surname

3) Date of birth

4) Place of birth, also the country of birth if the applicant is born abroad

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |  |  |  |  |  |  |

5) Unique Identification Number

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |  |  |  |  |  |  |

|  |
| --- |
|  |

6) Telephone

7) Name of the completed higher education institution

8) Acquired higher education and professional title

9) Applicant is employed at

10) Professional experience

11) deadline in which an applicant is required to pass the state qualifying exam

The request is submitted:

1. pursuant to Article 3 and 6 of the Decree;
2. pursuant to Article 4 of the Decree;
3. pursuant to Article 5 Paragraph 1 of the Decree;
4. pursuant to Article 5 Paragraph 2 of the Decree;
5. pursuant to Article 7 of the Decree.

|  |  |  |
| --- | --- | --- |
|  |  | Authorised person’s signature  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  (Full name of the authorised person) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  (job position of the authorised person) |
|  |  | Applicant  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  (Applicant’s signature)  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  (Applicant’s full name)  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  (Applicant’s residence and address) |

PURSUANT TO ARTICLE 3 AND 6 OF THE DECREE:

1. Decision on the commencement of employment for an indefinite period of time, or decision on the commencement of fixed-term employment of interns;

2) Decision establishing the obligation to take the examination;

3) A certified photocopy of the acquired education level diploma;

4) A photocopy of the candidate’s ID card.

PURSUANT TO ARTICLE 4 OF THE DECREE:

1. Decision on transfer to the position classified as the lowest title with the acquired additional education;
2. Decision establishing the obligation to take the examination;
3. A certified photocopy of the acquired education level diploma;
4. A photocopy of the candidate’s ID card.

PURSUANT TO ARTICLE 5 PARAGRAPH 1 OF THE DECREE:

1. The agreement on professional training without compensation, for the purpose of professional training and/or acquiring the professional experience and requirements for taking the state qualifying examination;
2. A certified photocopy of the acquired education level diploma;
3. A photocopy of the candidate’s ID card.

PURSUANT TO ARTICLE 5 PARAGRAPH 2 OF THE DECREE:

1. A certified photocopy of the acquired education level diploma;
2. A certificate of competence for independent work, or carrying out of duties and acquired professional experience within one’s profession, sufficient to meet the condition for taking the state qualifying examination for the specific level of qualification or education of the concerned person;
3. A photocopy of the candidate’s ID card.

PURSUANT TO ARTICLE 7 OF THE DECREE:

1. A certified photocopy of the acquired education level diploma;
2. A certificate of competence for independent work, or carrying out of duties and acquired professional experience within one’s profession, sufficient to meet the condition for taking the state qualifying examination for the specific level of qualification or education of the concerned person;
3. Evidence of applying to the public vacancy announcement for a vacant position in a state authority or authority of an autonomous province, local self-government unit or City of Belgrade;
4. A photocopy of the candidate’s ID card.

I would like to take the exam in language

***(to be filled only by those applicants who would like to take the exam in a national minority language in the official use in the AP Vojvodina - Article 24 of the Statute of the AP Vojvodina).***

**REQUEST FOR TAKING**

**THE STATE QUALIFYING EXAM**

**FOR CANDIDATES WITH SECONDARY EDUCATION**

1) Name

2) Surname

3) Date of birth

4) Place of birth, also the country of birth if the applicant is born abroad

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |  |  |  |  |  |  |

5) Unique Identification Number

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |

|  |
| --- |
|  |

6) Telephone

7) Name of the completed secondary education institution

8) Acquired secondary education and educational programme

9) Applicant is employed at

10) Professional experience

11) deadline in which an applicant is required to pass the state qualifying exam

The request is submitted:

1. pursuant to Article 3 and 6 of the Decree;
2. pursuant to Article 5 Paragraph 1 of the Decree;
3. pursuant to Article 5 Paragraph 2 of the Decree.

|  |  |  |
| --- | --- | --- |
|  |  | Authorised person’s signature  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  (Full name of the authorised person) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  (job position of the authorised person) |
|  |  | Applicant  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  (Applicant’s signature)  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  (Applicant’s full name)  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  (Applicant’s residence and address) |

PURSUANT TO ARTICLE 3 AND 6 OF THE DECREE:

1. Decision on the commencement of employment for an indefinite period of time, or decision on the commencement of fixed-term employment of interns;

2) Decision establishing the obligation to take the examination;

3) A certified photocopy of the acquired education level diploma;

4) A photocopy of the candidate’s ID card.

PURSUANT TO ARTICLE 5 PARAGRAPH 1 OF THE DECREE:

1. The agreement on professional training without compensation, for the purpose of professional training and/or acquiring the professional experience and requirements for taking the state qualifying examination;
2. A certified photocopy of the acquired education level diploma;
3. A photocopy of the candidate’s ID card.

PURSUANT TO ARTICLE 5 PARAGRAPH 2 OF THE DECREE:

1. A certified photocopy of the acquired education level diploma;
2. A certificate of competence for independent work, or carrying out of duties and acquired professional experience within one’s profession, sufficient to meet the condition for taking the state qualifying examination for the specific level of qualification or education of the concerned person;
3. A photocopy of the candidate’s ID card.

I would like to take the exam in language.

***(to be filled only by those applicants who want to take the exam in a national minority language in the official use in the AP Vojvodina - Article 24 of the Statute of the AP Vojvodina).***

**REQUEST FORM FOR TAKING THE LANGUAGE EXAM**

|  |
| --- |
| **Provincial Secretariat for Education, Regulations, Administration and National Minorities – National Communities** 16, Mihajla Pupina Blvd., 21 000 Novi Sad  Теl.: 021/487-45-52 , Fax.: 557-074 |

I am submitting a

|  |
| --- |
| **REQUEST FOR TAKING THE**  **FOREIGN LANGUAGE EXAM – NATIONAL MINORITY LANGUAGE EXAM** |

|  |  |
| --- | --- |
| **Personal information***:* | |
| **Name:** |  |
| **Surname:** |  |
| **Date of birth:** |  |
| **Name of school/faculty completed:** |  |
| **Residence:** | |
| **Street:** |  |
| **Postal code and place:** |  |
| **Telephone number:** |  |

|  |  |
| --- | --- |
| **LANGUAGE:** | |
| foreign language | national minority language |
| **Language:** | **Language:** |
| **Level of language competence:** | |
| elementary | |
| intermediate | |
| advanced | |
| **Exams:** | |
| **testing general knowledge** | **testing specialised and technical vocabulary competence\***  \* advanced level only |

|  |  |
| --- | --- |
| **Examination fees to be covered by:** | |
| the authority\* | the applicant |
| **\*Name of authority (body)** | |

|  |  |
| --- | --- |
| **Evidence:** | |
| **I am providing the following evidence along with the request\*** | |
| **1.** |  |
| **2.** |  |
| **3.** |  |
| **4.** |  |

\*evidence: university/secondary school diploma, certificate of the passed foreign language exam/minority language exam, different certificates, etc.

|  |
| --- |
| ***NOTIFICATION OF PERSONAL INFORMATION PROCESSING*** |

Pursuant to provisions of the Law on Protection of Personal Information, as regards the information contained in this request, the applicant is informed of the following:

* information is collected for the purpose of keeping the examination records and/or register, in conformity with the law;
* information is entered in the examination schedule, records and/or register;
* information shall be used by: the provincial servant employed at the Provincial Secretariat for Education, Regulations, Administration and National Minorities-National Communities authorised for organisation of the exam taking and keeping of records and/or register, as well as the examination board/commission members;
* information processing is conducted pursuant to the law and/or by-laws regulating the register maintenance, or upon consent by the applicant;
* consent to the information processing may be revoked if the processing is conducted without any legal grounds, in writing or upon oral objection to the written records. The applicant shall be obliged to compensate the controller’s justifiable costs and damage, in conformity with the regulations regulating the responsibility for damage;
* controller, processor and user of the information about the applicant shall be subject to minor offence responsibility if they conduct the unpermitted processing of information.

|  |
| --- |
| **CONSENT TO PERSONAL INFORMATION PROCESSING** |

I confirm with my signature, that I have been informed by the Provincial Secretariat for Education, Regulations, Administration and National Minorities – National Communities about the processing of personal information in conformity with the Law on Protection of Personal Information. By signing this request, I am giving my consent to processing of the information I have provided, pursuant to Article 3 of the specified law.

|  |  |  |  |
| --- | --- | --- | --- |
| **Place:** |  |  | **Signature:** |
| **Date:** |  |  |  |

[**Request form for taking the licence examination**](http://www.puma.vojvodina.gov.rs/dokumenti/Zahtevi/licenca/Zahtev_licenca.doc)

|  |
| --- |
| **PROVINCIAL SECRETARIAT FOR EDUCATION, REGULATIONS, ADMINISTRATION AND NATIONAL MINORITIES – NATIONAL COMMUNITIES**  16 Mihajla Pupina Blvd., Novi Sad,  tel. 021-487-45-66, fax 021-557-074  e-mail: [marija.surducan@vojvodina.gov.rs](mailto:marija.surducan@vojvodina.gov.rs), [brankica.kovacevic@vojvodina.gov.rs](mailto:brankica.kovacevic@vojvodina.gov.rs) |
| **REQUEST FOR TAKING WORK LICENCE EXAMINATION FOR   TEACHERS, PRE-SCHOOL TEACHERS AND EXPERT ASSOCIATES** |

|  |  |
| --- | --- |
| **Applicant information** | |
| Type and name of the institution: |  |
| Place and address of the institution’s headquarters: |  |
| Contact person: | Telephone/fax  e-mail |

|  |  |  |
| --- | --- | --- |
| **Candidate information** | | |
| Candidate’s name and surname: |  | |
| Place and address of residence: |  | |
| Level of education and professional title (evidence – diploma): |  | |
| Precise name of the workplace (evidence – contract or certificate issued by the institution): |  | |
| Candidate status (you may select several options): | Trainee  Trainee - intern   Teacher  Pre-school teacher | Expert associate  Associate   Pedagogical Assistant  Teaching assistant  Other: |
| Date of commencement of trainee internship / employment: |  | |
| Date of submission of commission report: |  | |
| Total length of internship: |  | |

|  |  |  |
| --- | --- | --- |
| **Specific data according to the type of institution** | | |
| PRE-SCHOOL EDUCATION | | |
| Educational group:  **Nursery school**  6 months to 1 year old  1 to 2 years old  2 to 3 years old  **Kindergarten groups**  3 to 4 years old  4 until a child starts school | | Preparatory pre-school programme  **Mixed educational groups**  1 to 3 years old  2 until a child starts school   3 until a child starts school  Bilingual educational groups  Educational work with children with disabilities |
| Notes: |  | |

|  |  |  |
| --- | --- | --- |
| PRIMARY EDUCATION: | | |
| Primary school Primary school for adult education  Primary music school  Primary ballet school | | Primary school for pupils with disabilities  Subject teaching Lower grade teaching  Elective subject: |
| Grade: |  | |
| Subject: |  | |
| Language the classes are conducted in: |  | |
| Notes: |  | |

|  |  |
| --- | --- |
| SECONDARY EDUCATION: | |
| Grammar school Vocational school Art school Mixed school (grammar school and vocational or art school) School for adult education  School for pupils with disabilities | |
| Grade: |  |
| Educational profile of the class’ pupils: |  |
| Pilot class: |  |
| Subject: |  |
| Scope of work: |  |
| Language the classes are conducted in: |  |
| Notes: |  |

|  |  |
| --- | --- |
| Evidence: | |
| I enclose the following documents with the application: | |
|  | Transcript or certified copy of diploma of acquired education; |
|  | Contract of employment; |
|  | Report of the institution’s committee on the completed programme [[1]](#footnote-1); |
|  | Proof of payment of the expenses for taking the license exam; |
|  | Certificate or confirmation of university that the student achieved minimum of 30 points in pedagogy, psychology and methodological disciplines during the studies or upon graduation, as well as 6 points in professional training, or certified copy of student academic transcript; |
|  | Transcript read of biometric ID card or a copy of ID card without a chip[[2]](#footnote-2). |

|  |  |
| --- | --- |
| I enclose the following documents with the application, depending on the type of the candidate and institution: | |
|  | Proof of knowledge of language the educational work is conducted in[[3]](#footnote-3) (certified copy of secondary school or university diploma, or testimony of the institution that the candidate acquired secondary school or university level education in the language the work is conducted in, or certified copy of the testimony on successfully completed language exam with methodics, according to the programme of the secondary education institution); |
|  | Proof of 10 - year experience in dancing, or in teaching (for teachers of dancing subjects in a ballet school, who have acquired at least secondary school education in ballet); |
|  | Proof of successful completion of the specialist or craftsman examination  (for practical classes’ teachers in vocational school, who have acquired appropriate secondary school education); |
|  | Proof of five-year professional working experience acquired after completion of the specialist or craftsman examination, five-year practical experience (for practical classes teachers in vocational school, who have acquired appropriate secondary school education); |
|  | Independent higher education institution’s recognition of foreign higher education qualification; |
|  | Translation of foreign higher education document certified by accredited court interpeter. |

|  |  |  |  |
| --- | --- | --- | --- |
| **Place:** |  |  | **Applicant’s signature:** |
| **Date:** |  |  |  |

**NOTIFICATION OF PERSONAL INFORMATION PROCESSING**

Pursuant to provisions of the Law on Protection of Personal Information, as regards the information contained in this request, the applicant shall be informed of the following:

* information is collected for the purpose of keeping the examination records and/or register, in conformity with the law;
* information is entered in the examination schedule, records and/or register;
* that the information shall be used by: the provincial servants employed at the Provincial Secretariat for Education, Regulations, Administration and National Minorities-National Communities authorised for organisation of the exam taking and records and/or register keeping, as well as the examination board/commission members;
* information processing is conducted pursuant to the law and/or by-laws regulating the examination process, or by- law regulating register maintenance, or upon the applicant’s consent;
* consent to the information processing may be revoked if the processing is conducted without any legal grounds, in writing or upon oral objection to the written records. The applicant shall be obliged to compensate the controller’s justified costs and damage, in conformity with the regulations regulating the responsibility for damage;
* controller, processor and user of the information about the applicant shall be subject to minor offence responsibility if they conduct the unpermitted processing of information.

**CONSENT TO PERSONAL INFORMATION PROCESSING**

I confirm with my signature, that I have been informed by the Provincial Secretariat for Education, Regulations, Administration and National Minorities – National Communities about the processing of personal information in conformity with the Law on Protection of Personal Information. By signing this request, I am giving my consent to processing of the information I have provided, pursuant to Article 3 of the specified law.

**CANDIDATE’S STATEMENT**

I would like to take the exam in       language (to be filled only by the candidates who would like to take the exam in a national minority language in the official use in the AP Vojvodina - Article 24 of the Statute of the AP Vojvodina)

|  |  |  |  |
| --- | --- | --- | --- |
| **Place:** |  |  | **Candidate’s signature:** |
| **Date:** |  |  |  |

**REQUEST FOR TAKING PROFESSIONAL EXAMINATION FOR   
 SECRETARIES OF EDUCATIONAL INSTITUTIONS**

|  |
| --- |
| **PROVINCIAL SECRETARIAT FOR EDUCATION, REGULATIONS, ADMINISTRATION AND NATIONAL MINORITIES – NATIONAL COMMUNITIES**  16 Mihajla Pupina Blvd., Novi Sad,  tel. 021-487-45-66, fax 021-456-977  e-mail: [marija.surducan@vojvodina.gov.rs](mailto:marija.surducan@vojvodina.gov.rs) |
| **REQUEST FOR TAKING PROFESSIONAL EXAMINATION FOR   SECRETARIES OF EDUCATIONAL INSTITUTIONS** |

|  |  |
| --- | --- |
| **Applicant information** | |
| Type and name of the institution: |  |
| Place and address of the institution’s headquarters: |  |
| Contact  Name and surname of the contact person, their telephone/fax/email address |  |

|  |  |
| --- | --- |
| Candidate information | |
| Candidate’s name and surname: |  |
| Place and address of residence: |  |
| Level of education and professional title (evidence – diploma): |  |
| Precise name of the workplace (evidence –certificate issued by the institution): |  |
| Date of commencement of traineeship/ employment: |  |
| Date of submission of the mentor’s report: |  |
| Total duration of the traineeship: |  |

|  |  |
| --- | --- |
| Evidence: | |
| I enclose the following documents with the application: | |
|  | |  | | --- | | certified copy of diploma of acquired education[[4]](#footnote-4); | |
|  | Certificate of the principal that the candidate successfully completed the induction training programme for secretaries; |
|  | Certificate of legal employment status; |
|  | Transcript read of biometric ID card or a copy of ID card without a chip [[5]](#footnote-5); |
|  | Copy of the employment booklet; |
|  | Proof of payment of the expenses for taking the license exam; |

|  |  |  |  |
| --- | --- | --- | --- |
| **Place:** |  |  | **Applicant’s signature:** |
| **Date:** |  |  |  |

**NOTIFICATION OF PERSONAL INFORMATION PROCESSING**

Pursuant to provisions of the Law on Protection of Personal Information, as regards the information contained in this request, the applicant shall be informed of the following:

* information is collected for the purpose of keeping the examination records and/or register, in conformity with the law;
* information is entered in the examination schedule, records and/or register;
* information shall be used by: the provincial servants employed at the Provincial Secretariat for Education, Regulations, Administration and National Minorities-National Communities authorised for organisation of the exam taking and records and/or register keeping, as well as the examination commission members;
* information processing is conducted pursuant to the law and by-laws regulating the examination process, or by- law regulating register maintenance, or upon the applicant’s consent;
* consent to the information processing may be revoked if the processing is conducted without any legal grounds, in writing or upon oral objection to the written records. The applicant shall be obliged to compensate the controller’s justified costs and damage, in conformity with the regulations regulating the responsibility for damage;
* controller, processor and user of the information about the applicant shall be subject to minor offence responsibility if they conduct the unpermitted processing of information.

**CONSENT TO PERSONAL INFORMATION PROCESSING**

I confirm with my signature, that I have been informed by the Provincial Secretariat for Education, Regulations, Administration and National Minorities – National Communities about the processing of personal information in conformity with the Law on Protection of Personal Information. By signing this request, I am giving my consent to processing of the information I have provided, pursuant to Article 3 of the specified law.

**CANDIDATE’S STATEMENT**

I would like to take the exam in       language (to be filled only by the candidates who would like to take the exam in a national minority language in the official use in the AP Vojvodina - Article 24 of the Statute of the AP Vojvodina).

|  |  |  |  |
| --- | --- | --- | --- |
| **Place:** |  |  | **Candidate’s signature:** |
| **Date:** |  |  |  |

**Request for taking licence examination for directors of educational institutions**

*Form no. 11*

|  |
| --- |
| **PROVINCIAL SECRETARIAT FOR EDUCATION, REGULATIONS, ADMINISTRATION AND NATIONAL MINORITIES – NATIONAL COMMUNITIES**  16 Mihajla Pupina Blvd., Novi Sad,  Tel. 021-487-49-05, Fax: 021-557-074  e-mail: [erih.sedlar@vojvodina.gov.rs](mailto:erih.sedlar@vojvodina.gov.rs) |
| **REQUEST FOR TAKING LICENCE EXAMINATION FOR DIRECTORS OF EDUCATIONAL INSTITUTIONS** |

|  |  |
| --- | --- |
| **Candidate-Applicant information** | |
| Name (name of one of the parenst)and surname: |  |
| Place of residence and address: |  |
| Professional/academic title on diploma: |  |
| Contact information: | Теlephone/fax:  e-mail: |
| Type and name of the institution[[6]](#footnote-6): |  |
| Place and address of the institution’s headquarters |  |
| Candidate's status (review of the payment of costs): | performs duties of a director  does not perform duties of a director |
| I take:  (control of the amount of the payment of costs): | exam for the first time  resit exam (one part)  resit exam (two parts)  retake the exam |

|  |  |
| --- | --- |
| Evidence: | |
| I enclose the following documents with the application: | |
|  | Certificate of legal employment status; |
|  | Copy of a certificate on completed training programme for directors; |
|  | Report on conducted study, containing key study results and recommendations for improvement of education practice, as a hard copy and on CD; |
|  | Proof of payment of the expenses for taking the license exam. |

**NOTIFICATION OF PERSONAL INFORMATION PROCESSING**

Pursuant to provisions of the Law on Protection of Personal Information, as regards the information contained in this request, the applicant shall be informed of the following:

* information is collected for the purpose of keeping the examination records and/or register, in conformity with the law;
* information is entered in the examination schedule, records and/or register;
* information shall be used by: the provincial servants employed at the Provincial Secretariat for Education, Regulations, Administration and National Minorities-National Communities authorised for organisation of the exam taking and records and/or register keeping, as well as the examination commission members;
* information processing is conducted pursuant to the law and by-laws regulating the examination process, or by- law regulating register maintenance, or upon the applicant’s consent;
* consent to the information processing may be revoked if the processing is conducted without any legal grounds, in writing or upon oral objection to the written records. The applicant shall be obliged to compensate the controller’s justified costs and damage, in conformity with the regulations regulating the responsibility for damage;
* controller, processor and user of the information about the applicant shall be subject to minor offence responsibility if they conduct the unpermitted processing of information.

**CONSENT TO PERSONAL INFORMATION PROCESSING**

I confirm with my signature, that I have been informed by the Provincial Secretariat for Education, Regulations, Administration and National Minorities – National Communities about the processing of personal information in conformity with the Law on Protection of Personal Information. By signing this request, I am giving my consent to processing of the information I have provided, pursuant to Article 3 of the specified law.

**CANDIDATE’S STATEMENT**

I would like to take the exam in       language (to be filled only by the candidates who would like to take the exam in a national minority language in the official use in the AP Vojvodina - Article 24 of the Statute of the AP Vojvodina).

|  |  |  |  |
| --- | --- | --- | --- |
| **Place:** |  |  | **Candidate’s signature:** |
| **Date:** |  |  |  |
|  |  |  |  |

**Request form submitted upon the advertisement for appointment of the court interpreters, court translators and sign language, deaf and mute court interpreters**

|  |
| --- |
| **Provincial Secretariat for Education, Regulations, Administration and National Minorities – National Communities** 16, Mihajla Pupina Blvd., 21 000 Novi Sad  Теl.: 021 487 42 13; 487 4552 |

|  |
| --- |
| **REQUEST SUBMITTED UPON THE ADVERTISEMENT FOR THE APPOINTMENT OF THE COURT INTERPRETERS, COURT TRANSLATORS AND SIGN LANGUAGE, DEAF AND MUTE COURT INTERPRETERS** |

|  |  |
| --- | --- |
| **Language for which candidate applies** (or specify in case of sign language) |  |
| **Name and name of one of the parents:** |  |
| **Delivery address** |  |
| **Place** |  |
| **Postal code** |  |
| **Contact phone number** |  |
| **Acquired level of education** |  |

|  |  |
| --- | --- |
| **I enclose the following documents with the application:** | |
|  | certified copy of acquired education diploma (certified by the competent authority- Notary Public or municipal administration for municipalities for which notaries public have not been appointed); |
|  | copy of ID card without a chip or a transcript read of biometric ID card; |
|  | Proof of working experience in interpreting ; |
|  | Proof that employment in public authority has not been terminated due to a serious violation of labour duty (fulfilment of this requirement pertains only to candidates who used to be or still are employed in public authority, and it is proved by a candidate’s written statement, confirming that their employment in public authority has not been terminated due to imposed disciplinary measure. The candidate creates and signs the statement themselves); |
|  |  |
|  | Note: It is considered mandatory to enter all required data, in order for the application to be complete. Documents specified in the application, HAVE TO BE submitted and the request HAS TO BE personally signed. |

|  |  |  |  |
| --- | --- | --- | --- |
| **Place:** |  |  | **Applicant’s signature:** |
| **Date:** |  |  |  |

**Request form for giving consent for the content and layout of the seal**

|  |
| --- |
| **PROVINCIAL SECRETARIAT FOR EDUCATION, REGULATIONS, ADMINISTRATION AND NATIONAL MINORITIES – NATIONAL COMMUNITIES**  16 Mihajla Pupina Blvd., Novi Sad,  Tel. 021-487-43-93, Fax: 021-456-217 |
| **REQUEST FOR GIVING CONSENT**  **FOR THE CONTENT AND LAYOUT OF THE SEAL** |

|  |  |
| --- | --- |
| **APPLICANT INFORMATION** | |
| **Name and headquarters** |  |
| **Contact person** |  |
| **Address** |  |
| **Place** |  |
| **Telephone** |  |

|  |  |
| --- | --- |
| **INFORMATION ABOUT THE SEAL** | |
| **Type of the seal:** | |
| Great seal | Small seal |
| **Layout of the seal:** The seal shall be round and shall contain small coat of arms of the Republic of Serbia in the middle. The seal of the AP Vojvodina authorities\* shall be round and shall contain small coat of arms of the Republic of Serbia in the middle and the coat of arms of the AP Vojvodina on the right side of it.\*\* | |
| The Serbian language-Cyrillic script/       mm (32mm great),       (20-28 mm – small)  The Serbian lang.-Cyr. and Lat. script /      mm (32 mm great),       (20-28 mm – small)  The Serbian l. Cyril. script –language and script of national min.\*\*\*     mm (40-60 mm great)  The Serbian l. Cyril. and Lat. script – lang. and script of nation. min       mm (40-60 mm great)  *(insert the precise diameter of the seal in the grey square)* | |
| **\*\*\*Languages of the national minorities’ scripts the text of the seal shall be written in:**  Hungarian Romanian Croatian  Bulgarian  Slovak  Rysin  Czech Macedonian  Montenegrin | |
| **Content of the seal:** The text of the seal is printed in concentric circles around the small coat of arms of the Republic of Serbia.  The text of the seal of the AP Vojvodina authority is printed in concentric circles around the small coat of arms of the Republic of Serbia and the coat of arms of the AP Vojvodina, which is on the right side of the coat of arms of the Republic of Serbia. | |
| **TEXT OF THE GREAT SEAL:** | |
| **REPUBLIC OF SERBIA Autonomous Province of Vojvodina**  Name of Authority        Name of an organizational unit (if need be)        Headquarters of an authority or an organizational unit | |

|  |
| --- |
| **TEXT OF THE SMALL SEAL:** |
| **REPUBLIC OF SERBIA Autonomous Province of Vojvodina**  The name of the authority can be shortened so that the abridged text unambiguously shows the owner of the seal         Name of an organizational unit (if need be)        Headquarters of an authority or an organizational unit |
| **Number of copies of the great seal:** |
| one several  The great seal is created in       copies that are identical in content and size and consecutively numbered, by Roman numerals from       to       which are placed between the coat of arms of the Republic of Serbia and the headquarters of the authority. |
| **Number of copies of the small seal:** |
| one several  The small seal is created in       copies that are identical in content and size and consecutively numbered, by Roman numerals from       to       which are placed between the coat of arms of the Republic of Serbia and the headquarters of the authority. |
| **Notes:** |

|  |  |  |  |
| --- | --- | --- | --- |
| **Place** |  |  | **Authorised person’s signature:** |
| **Date** |  |  |  |

*\* In accordance with the Statute of the AP Vojvodina (“Official Journal of the APV”, no. 20/14 and the Provincial Assembly Decision on the Provincial Administration (“Official Journal of the APV”, no. 37/2014))*

*\*\* Pursuant to Article 6 and Article 8 of the Provincial Assembly Decision on the Use of Historic Insignia of the Autonomous Province of Vojvodina (“Official Journal of the APV”, no. 10/02 and 18/09)*

*\*\*\*Languages of the national minorities’ scripts that are in official use on the territory of the local self-government unit of the applicant’s headquarters.*

**Request form for issuing consent to the use of the coat of arms of the**

**AP Vojvodina**

|  |
| --- |
| **Provincial Secretariat for Education, Regulations, Administration and**  **National Minorities – National Communities** 16, Mihajla Pupina Blvd., 21 000 Novi Sad  Теl: 021 487 43 96, Fax.: 557-074 |
| **REQUEST FOR ISSUING CONSENT TO THE USE OF THE COAT OF ARMS OF THE AP VOJVODINA** |

|  |  |
| --- | --- |
| **APPLICANT INFORMATION** | |
| **Name and seat** |  |
| **Contact person:** |  |
| **Address:** |  |
| **Place:** |  |
| **Telephone number:** |  |

|  |
| --- |
| **PURPOSE OF THE COAT OF ARMS** |
|  |
| **TECHNICAL DESCRIPTION (OUTLINE AND DESCRIPTIN OF MATERIAL)** |
|  |

|  |
| --- |
| **NUMBER OF COPIES**  **AND TIME FRAME IN WHICH THE CONSENT TO THE USE OF THE COAT OF ARMS IS REQUESTED:** |
| one  several\*  \* Emblem/sign/      shall be made in       copies, described under the Technical Description field. |
| for an indefinite period of time  for a definite period of time (e.g. during particular event) in the period  from      to       . |
| **OTHER FACTS RELEVANT FOR MAKING THE DECISION:** |

|  |  |  |  |
| --- | --- | --- | --- |
| **Place** |  |  | **Authorised person’s signature:** |
| **Date** |  |  |  |

# ADDENDUM: FORMS

**Certain tasks performed in the Provincial Secretariat may be illustrated with the following examples:**

***EXAMPLE 1***

***Example of a Decision on Verification of a New Educational Programme***

|  |  |  |
| --- | --- | --- |
| klise za zlatotisak 3 GRBA-01 | Republic of Serbia  Autonomous Province of Vojvodina  **Provincial Secretariat for Education, Regulations,**  **Administration and National Minorities – National Communities**  16 Mihajla Pupina Boulevard 21000 Novi Sad  Тel: +381 21 487 46 21  puma@vojvodina.gov.rs | |
|  | NUMBER: | DATE: |

Pursuant to Article 94, paragraph 5, in regard to Article 185, paragraph 1 the Law on the Foundations of the Educational System (“Official Gazette of RS”, No.88/2017, 27/18 – other laws, 10/19, 27/18-other law, 6/20 and 129/21) (hereinafter referred to as: Law) and Articles 16 and 37 of the Provincial Assembly Decision on the Provincial Administration (“Official Journal of APV” No. 37/14 and 54/14 – second decision, 37/16 and 29/17, 24/19, 66/20 and 38/21), deciding upon the request of\_\_\_\_\_\_\_\_\_\_\_\_\_ from \_\_\_\_\_\_\_\_\_\_\_, 22 Knjicanin Street for the verification of new educational programmes in \_\_\_\_\_\_\_\_ (in establishing) in Pančevo, 1 Vuka Karadzica St, on 11th July 2013, the Provincial Secretariat for Education, Regulations, Administration and National Minorities – National Communities passes a

**D EC I S I O N**

**IT HAS BEEN ESTABLISHED that the Secondary Vocational School “ ---------“ in -----------, address: --------------- fulfils the requirements in terms of space, equipment, teaching materials and the necessary number of teachers and professional associates for conducting educational activities in the field of healthcare and social protection for the educational programmes:**

* 1. **nurse/technician in the four-year period;**
  2. **nurse / preschool teacher in the four-year period;**
  3. **dental nurse/technician in the four-year period;**
  4. **sanitary-ecological technician in the four-year period;**
  5. **dental technician in the four-year period;**
  6. **pharmaceutical technician in the four-year period;**
  7. **cosmetics technician in the four-year period;**
  8. **Nurse/technician for the work in geriatrics in one-year period (specialist educational programme).**

**E X P L A N A T I O N**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_from Pančevo, address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, addressed the Provincial Secretariat for Education, Regulations, Administration and National Minorities – National Communities with a request for the verification of new educational programmes in the Secondary Vocational School “--------------“ (in establishing) in --------------, address ------------------, on ----------------- (date) with the supporting documentation.

In determining whether the requirements for conducting educational activities in the sense of Article 91 and 92 of the Law, the provincial inspectors of the City -----------, determined that the Secondary Vocational School \_\_\_\_\_\_\_\_\_\_\_\_\_\_ (in establishing) in Pančevo fulfilled the requirements in accordance with the relevant rulebooks in terms of space and its equipment, and the type and quantity of teaching materials, as well as in terms of the required number of teachers and professional associates, for the start and performance of education in the field of *healthcare and social protection* for the above mentioned educational programmes as is determined in the Record of the performed inspection in Secondary Vocational School "\_\_\_\_\_\_\_\_\_\_\_\_\_\_" (in establishing) in \_\_\_\_\_\_\_\_\_\_\_\_\_, address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ No. 1 for the purpose of the verification of educational programmes in the field of healthcare and social protection, number I -------------------on --------------- ------ (date), which is an integral part of this Decision.

On the basis of the above mentioned, it has been decided as in the wording of this Decision.

**Instruction on legal remedy:**

This Decision is final in the administrative procedure, but an administrative dispute may be initiated against it. The complaint is to be submitted to the Administrative Court in Belgrade within 30 days of the receipt of this Decision.

PROVINCIAL SECRETARY

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Decision is to be submitted to:

1. ---------------------;
2. Archives;

***Example 2***

***Example of an Opinion passed by the Provincial Government***

|  |  |
| --- | --- |
| ГРБОВИ ЗА МЕМОРАНДУМ | Republic of Serbia  Autonomous Province of Vojvodina  **Provincial Secretariat for Education, Regulations,**  **Administration and National Minorities – National Communities**  16 Mihajla Pupina Boulevard 21000 Novi Sad  Тel: +381 21 487 42 13; 487 45 65  Fax: +381 21 557 074; 456 986  Ounz@vojvodinа.gov.rs  Number: Date: |

Subject: Opinion on the Draft Decision on Giving Consent for the Decision on Amending the Statute of the *Cultural Institution………………………*

The Provincial Secretariat for Education, Regulations, Administration and National Minorities – National Communities has reviewed the Draft Decision on Giving Consent for the Decision on Amending the Statute of the *Cultural Institution………………………* passed by the Management Board of the *Cultural Institution………………………*, at the session held on \_\_\_\_\_\_\_\_\_\_\_ and gives the following

OPINION

We have no objections to the Draft Decision on Giving Consent for the Decision on Amending the Statute of the *Cultural Institution………………………*

We indicate that the Law on Amendments to the Law on National Councils of National Minorities (Official Gazzete of RS, No 47/18) which entered into force on 28th June 2018, stipulates that the founder of the cultural institution, which the national council declared the intitution of special importance for a national minority before this law entered into force, is obliged to harmonise the founding act with the provisions of this law within 90 days from the day of entry into force of this law.

In connection with the above, in the Decision on Amending the Statute on Cultural Institution, for which it is determined by the amendment of the founding act that it is of special importance for the preservation, improvement and development of cultural specific features and the preservation of national identity of a national minority, it is necessary to harmonise the statute of the cultural institution with the provisions od the Law on Culture (Official Gazzete of RS, No 72/09, 13/16, 30/16-correction, 6/20, 47/21 and 78/21), primarily with regard to the appointment of a director of an institution whose founder is an autonomous province, as well as the composition and number of the members of the management and supervisory board.

PROVINCIAL SECRETARY

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Example 3- Example of a Draft Opinion on the Draft Provincial Assembly Decision***

|  |  |  |
| --- | --- | --- |
| ГРБОВИ ЗА МЕМОРАНДУМ | Republic of Serbia  Autonomous Province of Vojvodina  **Provincial Secretariat for Education, Regulations,**  **Administration and National Minorities – National Communities**  16 Mihajla Pupina Boulevard 21000 Novi Sad  Тel: +021 487 4213  Ounz@vojvodina.gov.rs | |
|  | NUMBER: | DATE: |

**PROVINCIAL SECRETARIAT FOR FINANCE**

SUBJECT:Opinion on the Draft Provincial Assembly Decision on the revision of AP Vojvodina’s Budget for 2022

The Provincial Secretariat for Education, Regulations, Administration and National Minorities – National Communities has reviewed the Draft Provincial Assembly Decision on the revision of AP Vojvodina’s Budget for 2022 and gives the following

**OPINION**

We have no objections to the Draft Provincial Assembly Decision on the revision of AP Vojvodina’s Budget for 2022,

By analysing the text of the Draft Provincial Assembly Decision on the revision of AP Vojvodina’s Budget for 2022, it has been determined that there is no risk of corruption.

PROVINCIAL SECRETARY

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***EXAMPLE 4 - Example of a Decision on Giving Consent for the Content and Layout of Seals***

Provincial Secretariat for Education, Regulations, Administration and National Minorities – National Communities, 16 Mihajla Pupina Boulevard 21000 Novi Sad, pursuant to Article 37 of the Provincial Assembly Decision on the Provincial Administration (“Official Journal of APV” No. 37/14 and 54/14 – second regulation, 37/16 and 29/17), and Article 11 of the Law on Seals of State and Other Authorities (“Official Gazette of RS”, No. 101/07), deciding upon the request of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ in the case number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ for giving consent for the content and layout of seals, by the Deputy Provincial Secretary, Milan Kovacevic, based on the Decision of the Provincial Secretary for Education, Regulations, Administration and National Minorities-National Communities, number: 128-031-241/2016 from 19 July 2016, on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, passes a

**D E C I S I O N**

**I**

The consent is given for the content and layout of a seal

1. CONTENT OF A SEAL:

* Republic of Serbia
* Autonomous Province of Vojvodina
* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (name of authority)
* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (name of an organisational unit)
* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (headquarters)
* In the middle of a seal is a small coat of arms of the Republic of Serbia /in the middle of the seal is a small coat of arms of the Republic of Serbia, coat of arms of the Autonomous Province of Vojvodina and traditional coat of arms of the Autonomous Province of Vojvodina, which are placed to the right if the coat of arms of the Republic of Serbia.

The text of the seal is printed in concentric circles around the small coat of arms of the Republic of Serbia, coat of arms of the Autonomous Province of Vojvodina and traditional coat of arms of the Autonomous Province of Vojvodina, which are placed to the right if the coat of arms of the Republic of Serbia. Republic of Serbia is printed on the outer circle of the seal; Autonomous Province of Vojvodina is printed in the next inner circle. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(name of authority) is printed in the next inner circle and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(name of organisational unit) is printed in the next circle. Headquarters \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is printed in the next inner circle under the name of the institution.

The text of the great seal is printed in the Serbian Cyrillic script and in \_\_\_\_\_\_\_\_\_\_\_\_\_ language and script (language and script of national minority).

The text of the great seal in the Serbian Cyrillic script is printed in every circle above the coat of arms of the Republic of Serbia/ coat of arms of the Republic of Serbia coat of arms of the Autonomous Province of Vojvodina and traditional coat of arms of the Autonomous Province of Vojvodina which are placed to the right if the coat of arms of the Republic of Serbia and the text in the language and script of national minorities is printed in the continuation of every circle, ending with the headquarters of the institution.

The great seal is created in one copy/ The great seal is numbered, by Roman numerals from \_\_\_\_\_ to \_\_\_\_\_\_, which are placed between the coat of arms of the Republic of Serbia/ coat of arms of the Republic of Serbia, coat of arms of the Autonomous Province of Vojvodina and traditional coat of arms of the Autonomous Province of Vojvodina which are placed to the right if the coat of arms of the Republic of Serbia and the headquarters of the institution.

The text of the small seal is printed in \_\_\_\_\_\_ language and is of the same content as the content of the great seal, except that the headquarters is printed at the bottom of the seal.

The small seal is created in one copy/The small seal is created in \_\_\_\_\_ copies that are numbered, by Roman numerals from \_\_\_\_\_ to \_\_\_\_\_\_ which are placed between the coat of arms of the Republic of Serbia/ coat of arms of the Republic of Serbia, coat of arms of the Autonomous Province of Vojvodina and traditional coat of arms of the Autonomous Province of Vojvodina which are placed to the right if the coat of arms of the Republic of Serbia and the headquarters of the institution.

The name of the institution may be shortened in the small seal, so as to be clear from the shortened text to whom the seal belongs.

The translation of a seal is an integral part of a Decision.

2. LAYOUT OF A SEAL:

The great seal is circular with a diameter of \_\_\_\_\_\_ mm, with a small coat of arms of the Republic of Serbia/ coat of arms of the Republic of Serbia, coat of arms of the Autonomous Province of Vojvodina and traditional coat of arms of the Autonomous Province of Vojvodina, which are placed to the right if the coat of arms of the Republic of Serbia, in the middle.

The small seal is circular with a diameter of \_\_\_\_\_\_ mm, with a small coat of arms of the Republic of Serbia/ coat of arms of the Republic of Serbia, coat of arms of the Autonomous Province of Vojvodina and traditional coat of arms of the Autonomous Province of Vojvodina, which are placed to the right if the coat of arms of the Republic of Serbia, in the middle.

II

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(request submitter) shall, within 10 days of the date of seal creation, submit to the Provincial Secretariat for Education, Regulations, Administration and National Minorities – National Communities the prints of the seals done in two copies (for the case and for the record) as well as the commencement date of seal usage (Article 18 of the Law on Seals of State and Other Authorities).

**E X P L A N A T I O N**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(request submitter)*,* submitted a request on \_\_\_\_\_\_\_\_\_ (date), which was delivered the next day for processing to the Provincial Secretariat of Education, Regulation, Administration and National Minorities - National Communities, for the purpose of issuing consent for the content and layout of a seal.

As the procedure stipulated by law determined that the requested content, layout and shape and size of the seal is in accordance with the provisions of Articles 3-8 of the Law on Seals of State and Other Authorities (“Official Gazette of RS”, No. 101/07) and Article 14, Paragraph 1, Item 2 of the Law on Layout and Usage of Coat of Arms, Flag and Hymn of the Republic of Serbia (“Official Gazette of RS”, No. 36/09), it has been decided as in the wording of the Decision.

**Instruction on legal remedy**:

This Decision may be appealed to the Minister of Justice and State Administration of the Republic of Serbia, within 15 days of the receipt of this Decision.

Copy of this Decision is to be submitted to:

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(two copies to the request submitter);
2. Archives.

p.p. PROVINCIAL SECRETARY

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Deputy Provincial Secretary)

\* Translation of the text of the seal in the languages of national minorities - national communities:

***Example 5 - Example of the Decision on Bar Examination***

|  |  |
| --- | --- |
| klise za zlatotisak 3 GRBA-01 | Republic of Serbia  Autonomous Province of Vojvodina  **Provincial Secretariat for Education, Regulations, Administration and National Minorities – National Communities**  16 Mihajlo Pupin Blvrd, 21000 Novi Sad  Т: +381 21 487 42 13; +381 21 487 4338  NUMBER: DATE: |

Pursuant to Article 77 of the Law on Establishing the Competences of the Autonomous Province of Vojvodina (“Official Gazette of RS”, No. 99/2009, 67/2012 – Decision of the Constitutional Court No. Coz -353/2009,18/20 – other law and 111/21 –other law), and with regard to Article 11 of the Law on Bar Examination (“Official Gazette of RS”, No. 16/97), deciding upon the request of \_\_\_\_\_\_\_\_\_\_\_\_\_ from \_\_\_\_\_\_\_\_\_ to take bar examination, the Provincial Secretary passes a

**D E C I S I O N**

\_\_\_\_\_\_\_\_\_\_ from \_\_\_\_\_\_\_\_\_, is approved to take the bar examination.

The candidate shall take the bar examination in \_\_\_\_ examination period in 2021.

The candidate is required to pay the cost of taking the bar examination:

1. The fee in the amount of \_\_\_\_\_\_\_\_\_ RSD to the **Budget of AP Vojvodina**, bank account **\_\_\_\_\_\_\_\_\_\_\_\_**, with mandatory indication - reference number: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** and

2. The Republic Administrative Tax in the amount of \_\_\_\_\_RSD, to the bank account of the **Budget of the Republic of Serbia**: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**, reference number: **\_\_\_\_\_\_\_\_\_\_\_\_**.

E X P L A N A T I O N

\_\_\_\_\_\_\_\_ has submitted a request to the Provincial Secretariat to take the bar examination in all subjects.

On the basis of the submitted documentation, it has been determined that the candidate fulfils conditions stipulated in Article 2 of the Law on Bar Examination, therefore, pursuant to Article 136, Paragraph 1 of the Law on the General Administrative Procedure, it has been decided as in the wording of the Decision.

The candidate will be directly informed about the dates of the examination. Notice of the date of the examination will be posted in a timely manner on the website of the Secretariat (http://www.puma.vojvodina.gov.rs).

**Instruction on legal remedy:**

This Decision may be appealed to the Ministry of Justice, through this Secretariat, within 15 days of the receipt of this Decision, with the payment of the Republic Administrative Tax in the amount of \_\_\_\_\_\_\_RSD.

|  |  |  |
| --- | --- | --- |
|  |  | **PROVINCIAL SECRETARY**  **-----------------------** |

***EXAMPLE 6- Example of the Decision on Appointing a Court Interpreter***

|  |  |
| --- | --- |
| klise za zlatotisak 3 GRBA-01 | Republic of Serbia  Autonomous Province of Vojvodina  **Provincial Secretariat for Education, Regulations, Administration and National Minorities – National Communities**  16 Mihajlo Pupin Blvrd, 21000 Novi Sad  Т: +381 21 487 4227, +381 21 487 4213  NUMBER: DATE: |

The Provincial Secretary for Education, Regulations, Administration and National Minorities – National Communities, pursuant to Article 5 and Article 6 of the Rulebook on Court Interpreters (“Official Gazette of RS”, no. 35/2010, 80/2016 and 7/2017), in regard to Article 79 of the Law on Establishing the Competences of the Autonomous Province of Vojvodina (“Official Gazette of RS”, No. 99/2009, 67/2012 – Decision of the Constitutional Court No. Coz -353/2009, 18/20 – other law and 111/21 –other law) and Article 37 of the Provincial Assembly Decision on the Provincial Administration (“Official Journal of APV”, no. 37/14 and 54/14- second decision, 37/16 and 29/17, 24/19, 66/2020 and 38/21) deciding upon requests, submitted upon the Advertisement for appointing court interpreters,court translators and sign language, deaf and mute court interpreters for--------language, for the area of higher courts on the territory of AP Vojvodina, no. -----------,published on ------------ in the “Official Journal of APV” no.------------, the newspapers “Alo”, “Magyar Szo”, “Libertatea”, “Hrvatska riječ”, “Ruske slovo” and “Hlas ljudu” and the Internet website of this Secretariat, passes a

**DECISION**

1. \_\_\_\_\_\_\_\_, is appointed a court interpreter for the \_\_\_\_\_\_\_\_**language.**
2. Item 1 of the Decision wording shall be published in the “Official Journal of APV”.

E X P L A I N A T I O N

The Provincial Secretary for Education, Regulations, Administration and National Minorities – National Communities published the advertisement for appointing court interpreters - court translators and sign language, deaf and mute court interpreters for the area of higher courts on the territory of AP Vojvodina, no.--------------. Pursuant to Article 2, Paragraph 2 of the Rulebook on Court Interpreters, the advertisement was published on -----------in the “Official Journal of APV” no. ---------, the newspapers “Alo”, “Magyar Szo”, “Libertatea”, “Hrvatska riječ”, “Ruske slovo” and “Hlas ljudu” and the Internet website of this Secretariat and it contained, in accordance with the Rulebook, general and specific conditions to be met by a candidate for a court interpreter as well as the evidence of the fulfilment of these conditions that are necessary to submit along with the application.

A timely, permissible and complete application upon the advertisement, for the court interpreter for the \_\_\_\_\_\_\_\_language in the area of the High Court in \_\_\_\_\_\_\_\_, was submitted by \_\_\_\_\_\_\_\_candidates: \_\_\_\_\_\_\_\_.

The candidates were given a proper notice of the time and place of the language examination before the Commission for the assessment of language proficiency for court interpreters for the\_\_\_\_\_\_\_\_ language, formed by the Provincial Secretary for Education, Regulations, Administration and National Minorities – National Communities by the Decision no. \_\_\_\_\_\_\_\_\_\_\_\_\_ on \_\_\_\_\_\_\_\_\_\_\_ (date).

The language and legal terminology examination was held on \_\_\_\_\_\_\_\_\_\_ (date).

Based on the assessment of demonstrated knowledge of the candidates, who took the exam in the stated exam period, the Commission ranked the candidates as follows:

1….

The Provincial Secretary has appointed \_\_\_\_\_\_\_\_\_ for the area of the Higher Court in \_\_\_\_\_\_\_\_, having

considered the expressed need for \_\_\_\_\_\_\_\_\_ court interpreter(s) for the\_\_\_\_\_\_\_\_\_ language. Thus, they passed the Decision as stated in the wording.

**INSTRUCTION ON LEGAL REMEDY:** This Decision may be appealed before the Administrative Court, within 30 days of the receipt of this Decision, including payment of the administrative tax in the amount of \_\_\_\_\_\_\_ RSD, in accordance with the tariff number 28 of the Law on Republic Administrative Taxes.

PROVINCIAL SECRETARY

­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***EXAMPLE 7- Example of the Second Instance Decision in the Field of Expropriation***

|  |  |
| --- | --- |
| klise za zlatotisak 3 GRBA-01 | Republic of Serbia  Autonomous Province of Vojvodina  **Provincial Secretariat for Education, Regulations, Administration**  **and National Minorities-National Communities**  16 Mihajlo Pupin Blvd.  21000 Novi Sad  Т: +381 21 487 4574, +381 21 487 4338  NUMBER: DATE: |

The Provincial Secretariat for Education, Regulations, Administration and National Minorities – National Communities, addressing the appeal of \_\_\_\_\_\_\_\_\_\_\_\_\_\_, expressed by the legal representative \_\_\_\_\_\_\_\_\_\_\_\_, attorney from \_\_\_\_\_\_\_\_\_\_\_\_\_\_, against the Decision of the City Administration for Urban Planning and Housing Affairs of the City of Novi Sad, no. \_\_\_\_\_\_\_\_\_ on \_\_\_\_\_\_\_\_\_ (date), passed in the administrative matter of annulment of a final decision on expropriation, pursuant to Article 80, Paragraph 1, Item 1 of the Law on Establishing the Competences of the Autonomous Province of Vojvodina (“Official Gazette of RS”, no. 99/2009, 67/2012 – Decision of the Constitutional Court No. Coz -353/2009, 18/2020 – other law and 111/2021 – other law), Article 37 of the Provincial Assembly Decision on the Provincial Administration (“Official Journal of APV”, no. 37/2014 and 54/2014- other decision, 37/2016 and 29/2017, 24/2019, 66/2020 and 38/2021), passes a

**D E C I S I O N**

The appeal \_\_\_\_\_\_\_\_, filed against the Decision of the City Administration for Urban Planning and Housing Affairs of the City of \_\_\_\_\_\_\_\_, no. \_\_\_\_\_\_\_\_ on \_\_\_\_\_\_\_\_ (date) shall be **dismissed**.

Statement of Reasons

The request of \_\_\_\_\_\_\_\_ for the annulment of the final decision on expropriation of the Assembly of the Municipality of \_\_\_\_\_\_\_\_- Department of Finance No. \_\_\_\_\_\_\_\_ on \_\_\_\_\_\_\_\_ (date) was rejected as unfounded by the first instance decision.

\_\_\_\_\_\_\_\_\_\_, through their legal representative, filed an appeal against this Decision on all legal grounds, proposing to annul or revoke the first instance decision and to adopt the request for de-expropriation.

The appeal stated that the first instance authority wrongly found that this specific case of expropriation dealt with a land complex, and that their request is directed towards the de-expropriation of the exactly noted individual plots and not towards all expropriated plots. Therefore, the appellants stated that the first instance authority wrongly assessed the findings of experts and did not take into consideration the portion of finding which unequivocally and clearly confirmed that the individual plots that are subject of this request do not conform to the purpose of the expropriation - the construction of family residential buildings, and that certain plots are not given any purpose. In particular, the appellants point out the importance of the purpose of these plots according to the Decision on Expropriation from 1964 and not their purpose according to the current regulation plan and the fact that some of the plots in question fulfil the current purpose (protective greenery) is of no importance, since they were expropriated in 1964 for the purpose of the construction of family residential buildings.

Furthermore, the appeal indicates that the first instance authority did not establish the issue of when the works were completed on the plot in question, or when the plot was given a purpose (regardless of which) and whether the deadline was met determined by Article 36, Paragraph 3 of the Law on Expropriation and whether the plot changed its purpose in this deadline. The appellants indicate that the current regulation plan was adopted in 2003, 39 years after the mentioned Decision on Expropriation was adopted.

Also, the appellants state that it is of no importance whether the plots in question are the property of the City of Novi Sad and whether the city can use them since they can be given a financial compensation instead of having the land returned.

After considering the appeal of the first instance decision and the case file, the Secretariat finds that the complaint is unfounded.

Article 36, Paragraph 3 of the Law on Expropriation (“Official Gazette of RS”, no. 53/95, 20/09 and “Official Journal of FRY”, no. 23/01 – Decision of the Federal Constitutional Court and Official Gazette of RS no. 55/13 – Decision of the Constitutional Court of RS) stipulates that at the request of the previous owner of the expropriated immovables, i.e. their successor, the valid Decision on Expropriation shall be annulled or amended if the beneficiary of the expropriation within 3 years of the valid decision on compensation, i.e. of the date of concluding the agreement on compensation, has not carried out, according to the nature of the building, significant work on the facility whose construction was the purpose of the expropriation.

The Decision on Expropriation \_\_\_\_\_\_\_\_\_\_\_\_\_ No. \_\_\_\_\_\_\_\_\_\_ from 30th June 1964 expropriated several plots of the agricultural land of the cadastral municipality Veternik with different owners in order to provide the construction land for the development of family residential buildings.

Given the fact that this decision expropriated several plots of different owners in one expropriation proceeding and through one decision and that all plots were expropriated for the purpose of the realisation of the same public interest, the opinion of the first instance authority, that this is the case of the expropriation of the land complex, and not an individual plot, is correct. The conclusion that this is a complex and not individual plots arises from the nature of the public (i.e. common) interest for the purpose of which the land had been expropriated. Specifically, life in family buildings implies a certain level of housing culture, which requires not only the mere building in which one lives, but a number of supporting facilities without which this culture in the modern urban conditions would not be feasible - street entrances, parking, greenery, children's playgrounds, commercial (for example shops ...) and office buildings and alike are an integral part of the urban area whose primary purpose is housing. Family residential buildings, with the supporting infrastructure, for the reasons stated, form a whole by their nature. Thus the land they are built on represents a whole, i.e. a complex. That, in all probability, was the reason to expropriate, in one proceeding, all plots (regardless of different owners) necessary for the construction of family residential buildings. The explanation of the given Decision on Expropriation (second paragraph on page 3) directly points this out by stating Article 69 (evidently the incorrectly stated Article number, since the provision of Article 68 is cited) of the then applicable Law on Expropriation (“Official Journal of FNRY”, no. [12/57](http://ingpro.vojvodina.sr.gov.yu:8080/DocumnetWebClient/ingpro.webclient.Main/FileContentServlet/propis/0183cc/18327.htm?encoding=Ћирилица#zk12/57), [53/62](http://ingpro.vojvodina.sr.gov.yu:8080/DocumnetWebClient/ingpro.webclient.Main/FileContentServlet/propis/0183cc/18327.htm?encoding=Ћирилица#zk53/62) and “Official Journal of SFRY” no. [13/65](http://ingpro.vojvodina.sr.gov.yu:8080/DocumnetWebClient/ingpro.webclient.Main/FileContentServlet/propis/0183cc/18327.htm?encoding=Ћирилица#zk13/65), [5/68](http://ingpro.vojvodina.sr.gov.yu:8080/DocumnetWebClient/ingpro.webclient.Main/FileContentServlet/propis/0183cc/18327.htm?encoding=Ћирилица#zk5/68) and [7/68](http://ingpro.vojvodina.sr.gov.yu:8080/DocumnetWebClient/ingpro.webclient.Main/FileContentServlet/propis/0183cc/18327.htm?encoding=Ћирилица#zk7/68)), that the immovables relating to the land complexes may be expropriated for residential development if that is their purpose according to the urban planning of the municipality. Therefore, the Decision on Expropriation in question was passed in order to expropriate a land complex for the purpose of housing and utility construction and the annulment proceedings must determine whether the conditions are fulfilled for the complex as a whole and not for every individual plot.

Taking into consideration the above mentioned reasons, the first instance authority correctly determined the facts and based on the findings of the Bureau for judicial and extra-judicial expertise \_\_\_\_\_\_\_\_\_, No. \_\_\_\_\_\_\_\_\_\_\_ and no. \_\_\_\_\_\_\_\_\_\_ on \_\_\_\_\_\_\_\_\_\_\_\_\_ (date) and considering other evidence given in the proceedings, the conformity of the expropriated complex to its purpose is determined in 71.4%, i.e. in significant part, and on such established facts, it correctly applies Article 36, Paragraph 3 of the applicable Law on Expropriation.

Given the fact that in the process of annulment of the Decision on Expropriation, the expropriated land, because of the reasons stated above, is viewed as a whole, the other statements of the appeal become irrelevant. The fact that the individual plots within the complex, which the appellants mention in the specified request on \_\_\_\_\_\_\_\_\_\_\_\_\_\_ (date) were not conformed to any purpose or were not conformed to the purpose for which they were expropriated for, and also the fact that some of them are not at the disposal to the City and the fact that the new regulation plan of the settlement \_\_\_\_\_\_\_\_\_\_\_ on \_\_\_\_\_\_\_\_\_\_\_ (date) (with amendments \_\_\_\_\_\_\_\_\_\_\_\_\_\_) modified their purpose from the time the Decision on Expropriation was passed, have no effect on the legality and regularity of the first instance decision. These plots, according to the findings of experts, make 28.5%, i.e. less than 1/3 of the expropriated complex and according to the correct opinion of the first instance authority, the fact that they were not conformed to the purpose does not indicate that the expropriation beneficiary, according to the nature of the facility, has not carried out considerable work on the expropriated complex.

In accordance with the above mentioned, pursuant to Article 170 of the Law on General Administrative Procedure, it has been decided as stated in the wording of the Decision.

Three copies of this Decision along with all documents are to be submitted to the first instance authority, provided that, within eight (8) days upon the receipt of the documentation, one copy is delivered to: 1. Attorney’s Office of the City of Novi Sad

2. Lawyer \_\_\_\_\_\_\_\_\_\_\_\_ in Novi Sad

**Instruction on legal remedy:** An administrative dispute may be initiated against this Decision by appealing to the Administrative Court within 30 days upon the receipt of this Decision. The appeal is to be delivered in person or by post.

**PROVINCIAL SECRETARY**

-----------------------

***Example 8 - Example of the Decision on Approval for Taking the State Qualifying Examination***

|  |  |  |
| --- | --- | --- |
| klise za zlatotisak 3 GRBA-01 | Republic of Serbia  Autonomous Province of Vojvodina  **The Provincial Secretariat for Education, Regulations,**  **Administration and National Minorities – National Communities**  16 Mihajla Pupina Boulevard, 21000 Novi Sad  Т: +381 21 487 4227, +381 21 487 4213 | |
|  | NUMBER: | DATE: |

Pursuant to Article 78, paragraph 1 of the Law on Establishing the Competences of the Autonomous Province of Vojvodina (“Official Gazette of the RS”, no.99/2009, 67/2012-Constitutional Court ruling no. Iuz-353/200918/20 – other law and 111/21 –other law), Article 15, 16, Paragraph 5 and Article 37, Paragraph 11 of the Provincial Assembly Decision on the Provincial Administration (“Official Journal of APV”, no.37/14, 54/14 - other decision, 37/16 and 29/17, 24/19, 66/2020 and 38/21) and in accordance with Article 20 of the Regulation on the State Qualifying Examination (“Official Gazette of the RS”, no. 86/19 and 28/2021 - correction), the Provincial Secretary for Education, Regulations, Administration and National Minorities-National Communities, passes a

**D E C I S I O N**

State qualifying examination **shall be approved to a** candidate\_\_\_\_\_\_\_\_\_\_\_\_\_\_, with higher education, \_\_\_\_\_\_\_\_\_\_\_\_\_from\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Statement of Reasons

The Provincial Secretary for Education, Regulations, Administration and National Minorities – National Communities received the application for taking the state qualifying examination, submitted by\_\_\_\_\_\_\_\_\_\_\_\_\_\_, on \_\_\_\_\_\_\_\_\_\_\_\_\_\_, on behalf of the candidate\_\_\_\_\_\_\_\_\_\_\_\_\_\_, employed in this authority.

The documentation attached to this application for taking the state qualifying examination, includes a certified copy of acquired higher education and completed\_\_\_\_\_\_\_\_\_\_\_\_\_\_, number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_from\_\_\_\_\_\_\_\_\_\_\_\_\_\_, a decision on employment, number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ from\_\_\_\_\_\_\_\_\_\_\_\_\_\_, and a decision number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_from\_\_\_\_\_\_\_\_\_\_\_\_\_\_, confirming that the above named is employed in \_\_\_\_\_\_\_\_\_\_\_\_\_\_as\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Pursuant to Article 3 and Article 6 of the Regulation on the State Qualifying Examination (“Official Gazette of the RS”, no. 86/19 and 28/2021 - correction), the state qualifying examination shall be required to be taken by a civil servant who is employed for an indefinite period of time, if they have not passed the state qualifying examination, or other exam prescribed by law as an exception to the state qualifying examination, persons on trial work and interns in a authority, civil servants who are obliged to pass the state qualifying examination in accordance with the law governing the rights and duties of employees of autonomous provinces and local self-governments as well as employees of other holders of public authority who perform entrusted state administration tasks.

Upon the insight into the submitted documentation, it has been determined that \_\_\_\_\_\_\_\_\_\_\_\_\_\_ fulfils all requirements stipulated by Article 3 and Article 6 of the Regulation on the State Qualifying Examination, the Provincial Secretary for Education, Regulations, Administration and National Minorities-National Communities has passed a decision, as stated in the wording of the Decision.

**Instruction on legal remedy:** Against this decision an appeal may be filed to the Ministry of Public Administration and Local Self-Government of the Republic of Serbia, through this Provincial Secretariat, within 15 days from the day of notifying the client about the decision. The appeal shall be filed in writing or orally, by entering it in the records, including the payment of administrative tax in the amount of \_\_\_\_\_\_\_\_RSD, in accordance with the tariff number 6 of the Law on Republic Administrative Taxes.

**PROVINCIAL SECRETARY**

|  |  |
| --- | --- |
|  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  |  |
|  |  |
|  |  |

1. The report must contain information on the time the candidate started and completed the internship, including interruptions (for example maternity leave, unpaid or paid leave); [↑](#footnote-ref-1)
2. Copy of both sides of the ID. [↑](#footnote-ref-2)
3. To be submitted if the language in question is not Serbian. [↑](#footnote-ref-3)
4. Only document copies certified at court or municipal/city administration shall be considered certified; [↑](#footnote-ref-4)
5. Copy of both sides of the ID. [↑](#footnote-ref-5)
6. To be filled in by a candidate performing the duties of a director [↑](#footnote-ref-6)